



**COLLECTIVE
BARGAINING
AGREEMENT**



between

DAS

**DEPARTMENT OF
ADMINISTRATIVE
SERVICES**

on behalf of

Oregon Department of Corrections

and

AFSCME

LOCAL 2376 / COUNCIL 75,
AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES (AFL-CIO)

2017

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2019

**DOC SECURITY PLUS
BOARD OF PAROLE AND
POST-PRISON SUPERVISION**

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ARTICLE 1 - SCOPE OF AGREEMENT

Section 1.

This Agreement is made and entered into by and between the State of Oregon (hereinafter the "Employer"), acting through its Department of Administrative Services on behalf of the Department of Corrections and Board of Parole and Post-Prison Supervision (hereinafter the "Agencies"), and the American Federation of State, County, and Municipal Employees Council 75 (AFL-CIO) (hereinafter the "Union"), and is binding upon the Union, Agency and the Employer and all designated representatives of the Union, Agency and the Employer.

Section 2.

The Employer and Agencies recognize the Union as the sole and exclusive bargaining agent for the employees within the certified or recognized bargaining units. All aspects of the employees' wages, hours, and other terms and conditions of employment shall be determined by this Agreement, except in regard to recruitment and selection of applicants for initial appointment to state service. The terms and conditions of employment set forth in this Agreement shall apply to all classified positions (except temporary positions and those positions excludable by ORS 243.650) within the appropriate bargaining units within the Department of Corrections which are:

- a. AFSCME Local 2376. Encompasses all other classified employees excluding supervisory and confidential employees as defined in ORS 243.650, employees at the Oregon State Penitentiary covered by the Association of Oregon Corrections Employees;
- b. Board of Parole and Post-Prison Supervision support staff. The Parties agree that the term "classified employee" does not include temporary employees appointed under the provisions of ORS 240.380 or part-time employees who regularly work thirty-two (32) hours or less per month.

Section 3.

If the Agency establishes a new position which is not clearly excluded from the bargaining unit under ORS 243.650 or reclassifies an existing bargaining unit position, the Agency shall notify the Union in writing within seven (7) days following the action, as to whether or not it believes the classification to be within the bargaining unit. The Union must notify the Employer in writing within ten (10) days from receipt of the notification if it disagrees about the inclusion or exclusion of the classification in the bargaining unit or the matter becomes closed. If notice of the disagreement is received within the ten (10)-day period, the Parties shall meet within fourteen (14) days of above notification to discuss the matter. If an agreement is not reached within thirty (30) days, the Union may submit the matter to the Employment Relations Board. Should the matter not be submitted to the Employment Relations Board within the specified thirty (30)-day period, the matter shall be considered resolved.

Section 4.

This contract incorporates the sole and complete Agreement between the Agencies and the Union resulting from negotiations held pursuant to the provisions of ORS 243.650 et seq. and supersedes all prior labor contracts. It is acknowledged that during negotiations which resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the Parties after the exercise of that right and opportunity are set forth in this Agreement. It shall not be modified in whole or in part except by another written instrument duly executed by the Parties.

Section 5.

- a. This Agreement will prevail whenever there is a conflict with applicable Employer Chief Human Resources Office Personnel Policies and Agency Procedures relating to their implementation consistent with Appendix A.
- b. Other policies, procedures, and rules of the Agency which directly relate to mandatory subjects of bargaining as defined by statute and which affect bargaining unit members on the day this Agreement becomes effective shall be continued, unless modified or deleted elsewhere in this Agreement. Should the Agency wish to change such a policy, procedure, or rule, or to issue a new one, notice will be given to the Union. If the Union believes the policy, procedure, or rule to be unreasonable, then within seven (7) days of the date upon which the Union knows, or by reasonable diligence should have known, of the subject action, the Union shall request that the Agencies meet to discuss the issue.
- c. Such meeting shall occur within fifteen (15) days of:
 1. Agreement that the issue is a mandatory subject, or
 2. An Employment Relations Board ruling that the issue is a mandatory subject of bargaining.

If agreement which alters the policy, procedure or rule is reached, it shall be reduced to writing and signed by both Parties. If the Parties are unable to reach an agreement within fourteen (14) days following the Level C meeting and the Union continues to believe the policy, procedure, or rule to be unreasonable, it shall notify the Agencies in writing of its intent to submit the matter to interest arbitration. Such written notification must be made during the fifteen (15)-day period immediately following the above mentioned fourteen (14)-day period. Failure to file such written notification within the prescribed time shall be understood by both Parties to waive the Union's right to any further objection.

- d. The Parties shall meet within the five (5) days immediately following receipt of notification of the Union's desire to arbitrate and select an arbitrator. Selection of an arbitrator shall be as prescribed in [Article 51, Grievance and Arbitration](#).
- e. The Parties agree that the decision or award of the arbitrator shall be final and binding on each of the Parties and that they will abide thereby, unless the award is vacated pursuant to statute. The power of the arbitrator in this process shall be limited to determine whether the policy, procedure, or rule is unreasonable.

If the arbitrator's ruling is that the policy, procedure, or rule is unreasonable, the Agency shall immediately withdraw the policy, procedure or rule.
- f. The arbitrator's fee and expenses shall be paid by the losing party. If, in the opinion of the arbitrator, neither party can be considered the losing party, then such expenses shall be apportioned as in the arbitrator's judgment is equitable. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.
- g. Time limits specified in this procedure must be observed, unless either party requests a specific extension of time, which, if agreed to, must be stipulated in writing and shall become part of the record.

REV: 2015

ARTICLE 2 - TERM OF AGREEMENT

Section 1.

This Agreement, and attachments hereto, shall be in full force and effect from the date of signing of this Agreement, unless otherwise indicated in this Agreement, through June 30, 2019.

Section 2.

For the purposes of compensation, the number of Union bargaining team members will be one (1) representative from each Local Chapter and the Statewide Local President, and AFSCME Council 75 representatives. (An additional labor bargaining team member will be added for each institution that may come on line.) Union bargaining team members will be compensated up to one hundred (100) hours per member for time spent in negotiations. Team members whose schedules are other than five (5) eight (8)-hour day shifts will have their schedule adjusted to accommodate the bargaining schedule. Bargaining time and schedule adjustments will not result in overtime or other premium pay. Hours in excess of one hundred (100) must be authorized by mutual agreement of the Parties.

Reasonable travel time to and from bargaining will be allowed on regular paid time if on an employee's regular work hours and will not be included in the above bargaining time.

Section 3. Successor Negotiations.

Negotiations for a successor agreement will commence between January 2, 2019 and February 15, 2019, or sooner upon mutual agreement of the Parties.

REV: 2015, 2017

ARTICLE 3 - UNION SECURITY

Section 1. New Employees.

- a. The Agencies agree to inform all new employees hired into positions included in the bargaining unit of the Union's exclusive recognition, and shall provide all present and future employees in the bargaining unit with a copy of its Agreement, provided the Parties shall share equally in the costs of preparation and distribution of the Agreement. The Agencies agree to allow duly certified Union Representatives up to sixty (60) minutes, to speak to new employees about the Union's exclusive recognition, its benefits, and services available to the membership. This time will not be used for discussion of labor-management disputes.
- b. If the Union Representative is an employee of the institution, the representative will be allowed time off without loss of pay to make the presentation.
- c. Each month the Agency shall send to the primary Union Council 75 Representative for Corrections a monthly report showing the name of new and transferring employees by Functional Unit.

Section 2. Union Access.

Accredited representatives of the Local, Council 75, or International American Federation of State, County and Municipal Employees, AFL-CIO, upon proper introduction and notice, shall have reasonable access to the premises of the Agencies during all working hours to conduct Union business (with appropriate observation of the security regulations of the Agencies). During periods of bona fide emergency, this provision may be temporarily suspended by the Agencies as required for the duration of the emergency.

Section 3.

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

All policies, procedures, and rules, and all provisions of this Agreement shall be applied equitably among employees to whom they apply.

Section 4. Stewards.

The Union may select, and shall certify in writing to the Agency, employees to act as Union Stewards. The Union will provide an updated list when authorized Stewards are

added or removed. With prior approval of management, stewards shall have authority to investigate and resolve grievances, alleged violation of the agreement before a written grievance is filed (Step 1 of the grievance process), and to distribute Union informational material provided that such activity does not interfere with the regular work. The investigation and processing of employee grievances and reasonable time to investigate alleged violations of the agreement before a grievance is filed will be permitted during working hours without loss of compensation. If the permitted activities would interfere with either the Steward's or the grievant's duties, management shall, within the next working day, arrange a mutually satisfactory time for the requested activities. Time spent in grievance activities without the proper notification and release by an appropriate supervisor involved will be considered unauthorized leave without pay for both the Steward and the grievant. An employee may request and have present a Shop Steward or Union Representative at any formal discussion on disciplinary actions, or grievance proceedings, or any other matter that might adversely and substantially affect their future employment, pay, or chances for promotion. The employee, at his or her request, shall be given a reasonable opportunity to select a representative from the list of authorized AFSCME Stewards within the bargaining unit at their functional unit. When there is a potential conflict between the employee and Steward, or a Steward within the bargaining unit is unavailable, then the designated council representative or the local subchapter president shall be contacted to assist in determining alternative representation.

Section 5. Union Business Leave.

Union Business Leave does not constitute a break-in-service.

AFSCME shall indemnify and hold the State harmless against any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the Employer and/or Agency for the purpose of complying with this provision.

For short- and long-term leave, AFSCME shall, receipt of billing, reimburse the Agency for payment of appropriate salary, benefits, paid leave time, pension, and all other employer-related costs.

a. Short Term.

Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit, members of AFSCME Local 2376 shall be given release time from his/her position for the performance of Union duties.

Not to exceed a maximum of four (4) employees at any one (1) time, selected by the Union to conduct Union business that takes them away from their employment may, at the employee's option be granted leave without pay, or leave with pay to be reimbursed by AFSCME Local 2376, to the Agency for a reasonable period of time not to exceed seven (7) days, upon seven (7)-days' advance notice by the Union. The determination for granting such leave shall be made by the Agency

based on operational needs of the Agency. Leave will be requested through the normal agency procedure.

b. Long Term.

Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit, AFSCME Local 2376 President or designee shall be given release time from his/her position for a period of time up to one (1) year for the performance of Union duties directly related and central to the collective bargaining relationship. Such requests will be granted unless the affected Functional Unit can demonstrate that the employee's absence would adversely impact the operating needs of the employee's work unit.

If the Agency cannot grant such leave based on lack of funding, the Union may offer to reimburse within thirty (30) days of receipt of billing, the Agency for required costs (including: salary, benefits, paid leave time, pensions and all other employer-related costs) to allow the designated employee to take Union business leave. The Agency and the Union agree to meet and discuss and clarify if any overtime costs are to be paid by the Union prior to the requested leave. If no agreement is reached, the employee's request may be denied.

c. Contract Administration.

The Agencies agree to the attendance by the President or designee without loss of pay, at:

1. Joint Agency and Union grievance meetings where this individual is acting as Steward;
2. An employee request for representation by one (1) of these individuals to act as Steward;
3. Any other meeting where their presence is requested by management;
4. Other instances in accordance with past practice.
5. Arbitration hearings or other administrative hearings before the Employment Relations Board directly involving the specific local.

d. Monthly President's Leave.

The AFSCME Local 2376 President shall be allowed up to thirty-two (32) non-cumulative hours leave per month as leave without pay or be allowed use of accumulated vacation leave or accrued compensatory time with reasonable notice, to conduct union business. These hours may be allocated to local Chapter designees by the President.

Section 6. Communications.

- a. The Agencies agree to furnish and maintain bulletin boards in convenient places to be used by Union for the posting of official Union notices only. Union shall keep the bulletin boards neat and orderly.
 1. In addition, the Agency agrees to furnish and maintain one (1) locking encased bulletin board at each Institution in a convenient place to be used by the Union for posting official Union approved notices only. If the bulletin board that is selected happens to be in a common areas and is already shared with Security then that arrangement shall continue.
 2. A Union Subchapter will be allowed to replace a currently assigned unencased bulletin board with an Institution approved locking bulletin board. These encased bulletin boards shall remain the property of the Institution. The Subchapter shall reimburse the Institution for reasonable coast of labor for the installation and repairs, if any. The Union shall reimburse the Institution upon receipt of invoice.
 3. The key will be the same for all locking encased bulletin boards and will be maintained by the Local Subchapter President.
 4. If there are any issues with what is posted or any other issue pertaining to these encased bulletin boards, Institution management shall contact the Subchapter President and both Parties will work in good faith to resolve the issue(s).
- b. The Union shall be allowed the use of the internal mail system for communicating with job Stewards only.
- c. Upon written request, the Agency will make reasonable accommodations for the Union for use of agency facilities when available for meetings. Whenever possible, meetings will be held outside the secure perimeter.
- d. Where access to DOC computer systems exists, the following communications are authorized:
 1. Two-way communication relative to bargaining unit business between officially designated Union officer (President, Vice President, Secretary, Treasurer, Steward, Executive Board Member), and management.
 2. Communications between designated Union officers.
 3. Notification from designated Union Officers to general membership that there is a Union communication posted in the Union folder in the Agency public folders.

4. Personal use, as defined in DOC policy, may include internal Union business.
5. Use of the DOC computer systems and e-mail system shall be consistent with DOC policies.

Section 7. Dues Deduction.

The Agencies agree to deduct the monthly membership dues from the pay of those employees who individually request such deductions in writing. The amount to be deducted shall be certified to the Agencies by Oregon AFSCME Council 75, and the aggregate deductions shall be remitted monthly together with an itemized statement, to Oregon AFSCME Council 75.

Section 8. Fair Share.

The terms of the contract have been made for all employees in the bargaining unit, not solely for members of the Union. The Parties recognize that it is fair that each employee in the bargaining unit should bear a fair share of the costs incurred by the Union in meeting its responsibilities as a recognized bargaining unit representative.

Each employee not exempt under recognition of this contract shall, within thirty (30) days of hire, have deducted monthly from their pay by the State, a sum equal to the amount of current Union dues. Such sum shall constitute the employee's dues if the employee is a member of the Union, or shall otherwise constitute that employee's fair and equitable contribution to the expenses of administering this contract on the employee's behalf by the Union. Such deduction shall be made only if accrued earnings are sufficient to cover the service fee after all other authorized payroll deductions have been made.

The deduction and disbursement to the Union of dues and service fees provided herein shall be accomplished monthly by the State and payment to the Union shall be made on or before the 15th day following the date such deductions were made.

Any employee who is a member of a bona fide religious organization which teaches as a doctrine of faith that payment of Union dues is wrong may follow the procedures allowed by State law to have in lieu of dues payment paid to a non-religious charity.

The Union shall indemnify and save the Agencies harmless against any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the Agencies for the purpose of complying with the provisions of this section.

Section 9. Employee Statistics.

The Labor Relations Unit and the Agency will, upon request of the Union, provide any regularly produced computer runs containing non-confidential statistics of the Union's

bargaining unit members. This will include one (1) printout annually showing names and addresses of all bargaining unit employees and monthly information currently furnished. Any costs incurred in compiling and photocopying these statistical reports under this Agreement shall be billed to the Local Union making the request. During January of each year, the Agency will provide the Union a report showing the total numbers of current bargaining unit employees by gender, age and race.

Section 10. Maintenance of Membership.

- a. All members of the bargaining unit who are members of the Union as of the effective date of the Agreement or who subsequently voluntarily become members of the Union shall continue to pay dues, or the equivalent, to the Union during the term of the Agreement. This Section shall not apply during the thirty (30) day period prior to the expiration of the Agreement for those employees who, by written notice sent to the Union and the Employer indicating their desire to withdraw their membership from the Union and convert to fair share payers.
- b. The Union shall indemnify and save the Agency harmless against any and all claims, damages, suits or other forms of liability which may arise out of any action taken or not taken by the Agency for the purpose of complying with the provisions of this Section.

Section 11. Names of Security Plus Unit Retirees.

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

Section 12. Reports.

Upon request and no more than once (1) a calendar quarter the Agency shall provide to the Union a report without cost containing the names, classification and Functional Unit of any temporary and limited duration appointments.

REV: 2015

ARTICLE 4 - UNION/MANAGEMENT MEETINGS

Section 1. Purpose.

The purpose of this Article is to promote harmonious relations between the Parties.

Section 2. Meetings.

Either the Agency Head/Functional Unit Manager or the Union President may request a meeting. Each party may designate desired representation to the extent that such absences from duty do not cause a disruption of work or otherwise create a short staff

situation. Off duty personnel participating in such meetings must do so on their own time. The actual meeting time will be established through mutual agreement. Refusal of either party to meet on a given subject does not constitute a contract violation.

Section 3. Scope of Authority.

Meetings will be held for purpose of discussion only. This committee will not enter into a binding agreement of any sort. Contractual type negotiations, attempts to resolve individual grievances, or similar matters must be handled in the manner provided within the Contract and will not be proper subject matter for such meeting.

ARTICLE 5 - LEGISLATIVE ACTION

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

Nothing in this provision shall be construed as to require the Governor to call a special session of the Legislature.

If the Legislature fails to act or approve bills submitted under this Article, the Parties shall reconvene immediately to renegotiate an alternative provision.

ARTICLE 6 - EFFECT OF LAWS AND RULES

Section 1.

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

Section 2. Liability in Civil Suits.

In accordance with ORS 30.285, any employee who has any civil action suit or proceeding brought against the employee for causes resulting from acting in the employee's official capacity, duties or employment in good faith and without malice, shall be given legal defense by the State of Oregon. The Agencies further agree to provide written procedures which will outline the proper methods for requesting this legal defense.

ARTICLE 7 - SEPARABILITY OF PROVISIONS

If any provision of this Agreement shall be found to be invalid by any court having jurisdiction in respect, thereof, such findings as to such provision shall not affect the remainder of this Agreement, and all other terms and provisions hereof shall continue in full force and effect as set forth herein. In such event, the Parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such term or provision.

ARTICLE 8 - NO STRIKE OR LOCKOUT

The Agencies agree that during the term of this Agreement, the Agencies shall not cause or permit any lockout of employees from work. In the event an employee is unable to perform the employees' assigned duties because equipment or facilities are not available due to a strike, work stoppage, or slowdown by any other employees, such inability to provide work shall not be deemed a lockout.

During the term of this Agreement, the Union shall neither cause nor counsel the members of bargaining units for which it has been certified, or for which recognition has been extended by the Agency, to strike, walk out, slowdown, or commit other acts of work stoppage.

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

ARTICLE 9 - EQUAL OPPORTUNITY

Section 1.

The Agencies and the Union agree to continue their policies of not unlawfully discriminating against any employee because of race, color, religion, sex, national origin, age, mental or physical disability, marital status, sexual orientation, political affiliation, or union activity. Unlawful discrimination based on Union activity shall be addressed through procedures identified in Section 3 of this Article.

Section 2.

Any complaint alleging unlawful discrimination based on race, color, religion, sex, national origin, age, mental or physical disability, sexual orientation, marital status or political affiliation which is brought to the Union for processing may be submitted directly to the

functional unit manager within thirty (30) days of the date the employee knew of the alleged violation. The functional unit manager or designee shall respond within thirty (30) days of its submission. Allegations of unlawful discrimination are not subject to the grievance procedure.

Section 3.

Complaints alleging unlawful discrimination based on union activity may be submitted directly to the functional unit manager within thirty (30) days of the date the Union knew of the alleged violations. The functional unit manager or designee shall respond within thirty (30) days of its submission. If unresolved via that process or if the Union chooses not to submit the complaint to the functional unit manager, the Employment Relations Board shall be the venue to resolve such complaints.

Section 4.

The implementation and effectiveness of HRSD Policy 50.010.03 (Maintaining Professional Workplace) shall be a 'standing agenda item' at each statewide Labor/Management.

ARTICLE 10 - MANAGEMENT RIGHTS

The Union agrees that the Employer retains all inherent rights of management and hereby recognizes the sole and exclusive right of the State of Oregon, as the Employer, to operate and manage its affairs in accordance with its responsibilities to maintain efficient governmental operations. The Employer retains all rights to direct the work of its employees, including, but not limited to, the right to hire, promote, assign, transfer, demote, suspend, or discharge employees for proper cause; to schedule work; determine the processes for accomplishing work; to relieve employees from duties because of lack of work or for other legitimate reasons; to take action as necessary to carry out the missions of the State; or determine the methods, means, and personnel by which operations are to be carried on, except as modified or circumscribed by the terms of this Agreement. The retention of these rights does not preclude any employee from filing a grievance, pursuant to [Article 51, Grievance and Arbitration Procedure](#), or seeking a review of the exercise of these rights, when it is alleged such exercise violates provisions of this Agreement.

ARTICLE 11 - CONTRACTING OUT

Section 1.

The Union recognizes that the Employer has the management right, during the term of this Agreement, to decide to contract out work performed by bargaining unit members. However, when the contracting out will displace bargaining unit members, such decisions shall be made only after the affected Agency has conducted a formal feasibility study determining the potential costs and other benefits which would result from contracting out

the work in question. The Agency agrees to notify the Union within one (1) week of its decision to conduct a formal feasibility study, indicating the job classifications and work areas affected. The Agency shall provide the Union with no less than thirty (30) days notice that it intends to request bids or proposals to contract out bargaining unit work where the decision would result in displacement of bargaining unit members. During this thirty (30) day period, the Agency shall not request any bids or proposals and the Union shall have the opportunity to submit an alternate proposal. The Employer will count eighty percent (80%) of the affected employee's straight-time wage rate when comparing the two (2) plans.

The notification by the Agency to the Union of the results of the feasibility study will include all pertinent information upon which the Agency based its decision to contract out the work including, but not limited to, the total cost savings the Agency anticipates.

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

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

Section 2.

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

Section 3.

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

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

Section 4.

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

affected employees will notify the Agency of acceptance of the Agency's option or decision to exercise his/her rights under (c) below:

- a. Require the contractor to hire employees displaced by the contract at the same rate of pay for a minimum of six (6) months subject only to "just cause" terminations. In this instance, the state will continue to provide each such employee with six (6) months of health and dental insurance coverage through the Public Employee Benefits Board, if continuation of coverage under the Bargaining Unit Benefits Board is allowed by law and pertinent rules of eligibility. Pursuant to [Article 44](#), an eligible employee shall be placed on the Agency layoff list and may, at the employee's discretion, be placed on a secondary recall list for a period of two (2) years; or
- b. Place employees displaced by a contract elsewhere in state government in the following order of priority: within the Agency, within the department, or within state service generally. Salaries of employees placed in lower classifications will be red-circled
- c. An employee may exercise all applicable rights under [Article 44, Layoff](#).

Section 5.

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

- a. The Employer agrees that all AFSCME represented state agencies will conduct a feasibility study in instances of contracting out work performed by bargaining unit employees when contracting out will result in displacement of bargaining unit employees.
- b. The Parties agree that AFSCME-represented agencies will send directly to AFSCME's Executive Director and to DAS HRSD Labor Relations Unit all future notices of intent to conduct a feasibility study pursuant to Section 1.

Section 6.

The Union can offer suggestions to the Agency on Agency initiated contracts on how bargaining unit employees could perform the work at reduced cost and with improved quality of service. Decisions surrounding the reviewing of contracted work are not subject to the grievance procedure.

Current contracts exempted from this Section of the Article include the following:

- a. work that has not been performed by bargaining unit employees;
- b. work that is required to be contracted out by federal/state law, court order or ballot measure/constitutional requirements;

- c. work required by circumstances beyond the Employer's control for which the Employer could not pre-plan;
- d. work that cannot be performed by bargaining unit employees because of a lack of necessary equipment or skill sets; and
- e. statewide contracts that affect other state agencies.

ARTICLE 12 - INSURANCE

Section 1.

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

Section 2. Employer Contribution for Part-Time Employees.

The contribution for eligible participating part-time employees with eighty (80) or more hours paid time for the month the Employer shall contribute a prorated amount of the contribution for full-time employees in the employee's coverage tier. This prorated contribution shall be prorated based on the ratio of paid regular hours to full-time hours to the nearest full percent.

Section 3. Plan Years 2018 and 2019 Employer Contribution.

For Plan Years 2018 and 2019 the Employer will pay ninety-five percent (95%) and the employee will pay five percent (5%) of the monthly premium rate as determined by PEBB. For employees who enroll in a medical plan that is at least ten percent (10%) lower in cost than the monthly premium rate for the highest cost plan available to the majority of employees, the Employer shall pay ninety-nine percent (99%) of the monthly premium for PEBB health, vision, dental and basic life insurances benefits and the employee shall pay one percent (1%).

Section 4. If the Collective Bargaining Agreement provides for a COLA with an effective date in the second (2nd) year of a biennium, and the difference in the projected increase in the PEBB composite rate for the following calendar year falls below three-point-four percent (3.4%), then the COLA will be moved up by one (1) full month for each month it is sufficiently funded by the savings.

See LOAs: [Part Time](#).

REV: 2015, 2017

ARTICLE 13 - SALARY AND WAGES

Section 1.

Effective June 15, 2018 all pay rates shall be increased by one percent (1%).

Section 2.

Subsections 3-5 of this Article shall continue through January 31, 2019.

Section 3.

For purposes of this Section 3, “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, payable pursuant to law. 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 in respect to the PERS Litigation.

Section 4. Oregon Public Service Retirement Plan Pension Program Members.

For purposes of this Section 4, “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, and pursuant to Section 3 of the same chapter, 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 3 shall not be considered to be “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.

Section 5. 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 3 or under Section 4, 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).

Section 6.

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

Section 7. New/Revised Classes.

- a. Effective July 1, 2017, or on the first (1st) of the month following the date of ratification of the new Agreement, all employees will retain their current salary rate in the new range except that employees whose current rate is below the first (1st) step of the new range shall be moved to the first (1st) step in the new range and a new salary eligibility date will be established twelve (12) months later. For an employee whose rate is within the new salary range, but not at a corresponding salary step, his/her current salary rate shall be adjusted to the next higher rate closest to his/her current salary upon the effective date.

<u>Class #</u>	<u>Classification Title</u>	<u>Salary Range</u>
0011	Medical Transcriptionist (Replaces Medical Transcriptionist 2)	NA
0015	Health Information Specialist (Replaces Medical Records Specialist)	18
2168	Communications Systems Analyst 2	25
2169	Communications Systems Analyst 3	27
2171	Communications Systems Analyst 4	29
4050	Electronic Security Tech 1 (Replaces Physical/Electronic Security Tech2)	24
4051	Electronic Security Tech 2 (Replaces Physical/Electronic Security Tech3)	26
5238	Department/Corrections Inspector	26
6128	Certified Medication Aide	16
6256	Psychiatric Nurse Practitioner	34
6261	Pharmacist Resident	21
6263	Pharmacist 2	39
6271	Dietician 2	26
6348	Radiologic Technologist	19
6385	Pharmacy Clerk & Technician 1 (Replaces Pharmacy Technician 1)	12
6386	Pharmacy Clerk & Technician 2 (Replaces Pharmacy Technician 2)	14
6391	Dental Assistant 1 (Replaces Dental Assistant)	15

6392	Dental Assistant 2	16
6531	Behavioral Health Specialist 1 (Replaces Mental Health Specialist)	23
6534	Behavioral Health Specialist 2	26
6535	Behavioral Health Specialist 3	29

b. Delete the following classifications from the compensation plan:

- 0010 Medical Transcriptionist 1
- 0405 Mail Services Assistant
- 4037 Physical/Electronic Security Tech 1
- 4417 Automotive Service Technician
- 6268 Clinical Dietician
- 6260 Pharmacist
- 6720 Psychiatric Social Worker

Section 8. Reclassifications.

The Agency shall provide the Union a monthly report of Agency approved reclassifications that have not been finalized. This subject shall be a topic of discussion if requested by the Union at each AFSCME monthly Director’s Debrief meeting.

REV: 2015, 2017

ARTICLE 14 - SALARY ADMINISTRATION

Section 1.

Salary eligibility date is defined as the date an employee is eligible for an annual performance pay increase. The salary eligibility date is computed from the date of hire. Employees shall be eligible for annual performance pay increases on the employees' salary eligibility date provided the employee is not at the top step of the salary range of the employees' classification. The employee may be denied the annual performance pay increase if there has been a serious performance or attendance problem. Denials are subject to review within six (6) months. Denials may be grieved under the provisions of [Article 51](#).

Section 2.

Any employee requiring an emergency draw shall be authorized once annually during the term of this Agreement to make such a draw without explanation. Additional draws may be requested in accord with existing policy and will be considered on a case by case basis.

Section 3. Submission of Salary Increases.

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

- b. Salary increases to correct errors or oversights and retroactive payments resulting from grievance settlements will be authorized. In no event shall any retroactivity exceed two (2) years from the date upon which the oversight or error is brought to management's attention in writing, or, in the case of a grievance settlement, the date the grievance was filed in writing.

Section 4. Salary on Lateral Transfer.

- a. An employee who transfers into the Security Plus bargaining unit from another bargaining unit inside of the Agency or from another executive branch state agency in the same salary range will retain his/her base salary rate and salary eligibility date. However, where the employee's current base pay rate is below Step 1 of the Security Plus bargaining unit base pay rate for the same or different classification in the same salary range, the employee's base rate will be moved to Step 1 of the same salary range. If an employee's straight time pay rate is above the top step, the employee will be placed at the top step of the range.
- b. If an employee's base pay rate caused them to be placed off step in his/her classification's salary range, then at their next salary eligibility date, if qualified, the employee shall be granted an annual step increase of one (1) full step plus the dollar amount that his/her current salary is below the next higher pay rate not to exceed the top step of the range.

Section 5. Salary on Promotion.

An employee shall be given an increase to the next higher rate in the new salary range effective on the date of the promotion and the employee's salary eligibility date shall be set for six (6) calendar months after the date of promotion. Upon successful completion of promotional trial service, the employee will receive a salary increase and annually thereafter until the employee reaches the top step of the range.

Section 6. Salary on Demotion.

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

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

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

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

Section 7. Effect of Break in Service.

When an employee separates from State service and subsequently returns to the State service (except as a temporary employee), the employee's salary eligibility date shall be determined by the Agency as follows:

- a. Return from Layoff List. When a former employee who was laid off is recalled, the employee will be paid at the step they were at the time of layoff. Employee's previous salary eligibility date adjusted by the amount of break in service shall be restored.

- b. Return from Reemployment. When a former employee is reemployed to a position in the same class in which the employee was previously employed or in a related class with the same salary range, the employee may be paid at or below the step at which the employee was being paid at the time of termination. If an employee is reemployed in a position in a class with a lower salary range than that of the employee's previous position, the employee may be paid at any step in the lower salary range not exceeding the rate the employee was being paid in the higher class, except where exceptional circumstances justify payment of a higher rate. The previous eligibility date adjusted by the amount of break in service shall represent the salary eligibility date following return.

Section 8. Employees in Positions For Less Than One (1) FTE (i.e., a Percentage Employee).

- a. Employees in positions of less than one (1) FTE position shall be paid the appropriate percentage of their base salary.

- b. All extra hours worked beyond the percentage schedule shall be paid at the hourly rate.

- c. Employees who work less than the percentage schedule shall have time deducted at the hourly rate. Employees may request that the Agency substitute appropriate paid leave (vacation, comp time) for hours not worked during the month.

- d. Such employees shall receive a proration of sick and vacation leave based on the position's percentage FTE (e.g., if a .64 FTE position works .90 FTE the employee receives a proration to .90 FTE for the month, and if a .64 FTE position works .60 FTE the employee received a proration only to .60 FTE).

- e. Such employees shall receive a proration of employer health insurance contribution, provided that the percentage employee is hired in a position that is greater than .50 FTE and works more than eighty (80) hours per month.

Section 9. Time Change to and From Daylight to Standard Time.

a. Daylight to Standard Time Change.

1. An employee who is eligible for overtime compensation and whose scheduled shift includes one (1) additional hour due to change from Daylight to Standard Time shall be compensated one (1) hour at the overtime rate for that additional hour (first shift only).
2. An employee who is not eligible for overtime compensation and whose scheduled shift includes one (1) additional straight time hour due to a change from Daylight to Standard Time shall be paid at their regular rate of pay for that shift.

b. Standard to Daylight Time Change.

1. An employee whose scheduled shift change of time works one (1) hour less to complete the shift, is allowed, upon request, to use vacation leave, compensatory time to permit full pay for the scheduled shift; if not, then employee's missed time will be recorded as LWOP.

Section 10. Recoupment of Salary Overpayments.

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

recovered in monthly amounts not exceeding five percent (5%) of the employee's regular monthly base salary. If an overpayment is less than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves Agency service before the Agency fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.

5. In the event the employee was paid for hours not worked, subsections 1-4 shall not apply and the overpayment is subject to immediate recoupment.
- b. An employee who disagrees with the Agency's determination that an overpayment has been made to the employee may grieve the determination through the grievance process.
- c. The Article does not waive the Agency's right to pursue other legal procedures/processes to recoup an overpayment made to an employee at anytime.

Section 11. Salary Underpayments.

- a. In the event the Agency determines an employee has not received wages/benefits to which he/she is lawfully entitled pursuant to Fair Labor Standards Act or state law, the Agency shall pay the employee within three (3) working days the amount of money the employee is owed if such underpayment is equal to or more than five percent (5%) of the employee's base pay rate.
- b. In the event the Agency determines an employee has not received wages/benefits to which he/she is lawfully entitled the Agency shall pay the employee at the next first (1st) of the month payday the amount of money the employee is owed if such underpayment is less than five percent (5%) of the employee's base pay rate. If the Agency determines there is an underpayment obligation after the normal payroll cutoff date and before the mid month cutoff date, the Agency shall pay the employee on the mid month check.
- c. This Section shall not apply to claims disputing eligibility for payments which result from this Agreement. Employees claiming eligibility for leadwork differential, work out of classification pay, reclassification or any differential pay shall pursue those claims pursuant to [Article 51 - Grievance Procedure](#).

REV: 2015, 2017

ARTICLE 15 - OVERTIME

Section 1.

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

Section 2.

Overtime for employees working a regular workweek is time worked in excess of eight (8) hours per day or forty (40) hours per week within the employee's basic workweek. Overtime for employees working an irregular work schedule (four/ten (4/10)) is time worked in excess of the scheduled hours per day or forty (40) hours per week within the employee's basic workweek. Time worked beyond regular schedule by employees scheduled for less than eight (8) hours per day or forty (40) hours per week is additional straight time worked rather than overtime until work exceeds eight (8) hours per day or forty (40) hours per week within the employee's basic work week.

Section 3. Shift Change Penalty.

Except for shift changes requested by the employee, if a shift change requires that an employee work more than five (5) consecutive days, the employee will be compensated at the rate of time and one-half (1-1/2) for all hours worked in excess of forty (40) hours within the employee's prior workweek. If an employee is required to work more than eight (8) hours in any twenty-four (24)-hour period, the employee shall be paid at the overtime rate for all hours in excess of eight (8) during that same twenty-four (24)-hour period. Employee workweek is defined as the seven (7)-day period beginning with the employee's first scheduled workday.

Shift change penalty for working more than eight (8) hours in a twenty-four (24)-hour period does not apply for regular posted shifts which have different starting times such as Library and Food Service shifts.

Except for shift changes requested by the employee and approved by the Agency or for any form of Agency approved training, if a shift change requires an employee not to have two (2) consecutive days off for employees working (5/8's), or three (3) consecutive days off for the employee working 4/10's, the employee will be compensated four (4) hours straight pay. This penalty payment is paid only once going into the change, not for the return to original shift.

Section 4.

Overtime shall be paid at the rate of time and one-half (1-1/2). The employee has the option to request cash or compensatory time off for overtime. If compensatory time is used, it shall be credited at the appropriate overtime rate. Any compensatory time accrued in excess of eighty (80) hours will be paid off within the pay period of the month following the month in which it is accrued.

No application of this Article shall be construed or interpreted to provide for compensation for overtime at a rate exceeding time and one-half (1-1/2), or to effect a "pyramiding" of overtime, i.e., time and one-half (1-1/2).

Overtime shall be voluntary except during periods of emergency or unless Management is unable to fill a work assignment by voluntary means.

Section 5. Exemptions from Overtime.

All employees who are exempt from overtime under the standards established by the FLSA shall be excluded from overtime. The Agencies and the Union shall apply FLSA standards to reach agreement upon exempt employees.

Grievances which grieve the eligibility of employees for overtime shall follow the procedure in [Article 51, Grievance and Arbitration](#), Steps 1 and 2. If the grievance is still unresolved after Step 2, the affected employee may file a charge with the Bureau of Labor and Industries (BOLI), Wage and Hour Division, or with the U.S. Department of Labor (DOL).

Section 6. AFSCME Local 2376 Exempt Employees.

Exempt employees who work over forty (40) hours in a workweek shall receive hour-for-hour compensation in the form of time off for hours exceeding forty (40) in the workweek. Accrued straight time compensatory time off shall be used within the same fiscal year or shall be lost.

Section 7.

Any employee assigned to escort inmates out of State will be compensated eight (8) hours per day at the straight time rate, and one and one-half (1-1/2) times the straight time rate for any hours actually worked over eight (8) hours per day, unless escorting on the employee's regular day off, where the employee shall receive overtime for the first eight (8) hours also.

Section 8.

The Parties agree that an employee's compensatory time is payment for work already accomplished and therefore may be immediately available for use upon request after earned. Compensatory time may be used by the employee in lieu of vacation or sick leave unless the employee is on written notice involving attendance problems.

ARTICLE 16 - DIFFERENTIALS

Section 1. Shift Differentials, except Registered Nurse/Health Services Technician (HST).

Night shift differential shall apply to all bargaining unit members except part-time employees working less than thirty-two (32) hours per month.

In order to qualify for night shift differential, an employee must be in a job classification eligible for overtime compensation. This provision does not include FLSA-exempt employees, who may be eligible for hour-for-hour compensation.

An employee (except RN's and HST's) shall be paid a differential of seventy-five cents (\$.75) per hour for all hours worked between the hours 6:00 p.m. to 6:00 a.m. excluding alternative work schedules requested by the employee and approved by the Agency. A major portion of an hour is a period of thirty (30) minutes or greater.

Section 2. Shift Differentials for RN's, Nurse Practitioner, Physician Assistant and HST's.

The differential for RN's and HST's shall be one dollar and eighty-five cents (\$1.85) per hour for all hours of any shift which starts between the hours of 12 noon and 3:00 a.m.. The differential for RN's and HST's working four (4) or more hours of their regularly scheduled shift between 12:00 midnight and 6:00 a.m. shall be two dollars and twenty-five cents (\$2.25) per hour for all hours worked during that time. A major portion of an hour is a period of thirty (30) minutes or greater. This section becomes effective the first (1st) month following the signing of the Agreement.

Weekend Differential for RN's, Nurse Practitioner, Physician Assistant and HST's.

- a. This differential shall apply to RN's and HST's in the unit.
- b. Weekend differential shall be paid for all hours worked on a Saturday and Sunday. RN's and HST's shall be eligible for the differential for hours worked beginning 12:01 a.m. Saturday through 11:59 p.m. Sunday night.
- c. This differential shall be one dollar and sixty cents (\$1.60) per hour.

Section 3. Commercial Driver's License (CDL) Differential.

In recognition of the Agency's past practice, the Agency shall reimburse employees for the equivalent cost of an Oregon Class B Commercial Drivers License which shall include initial and renewal licensing and examination fees who are required by the a Agency to have a CDL for performing duties. In addition, the Agency shall also reimburse an employee's insurance co-payment/fees for the required physical examination to obtain the license.

Section 4. Bilingual Differential.

- a. When the Agency formally assigns in writing bilingual duties to a certified employee, the employee will receive a five percent (5%) differential above his/her base pay. The assignment shall have start and anticipated end dates (if any) noted on the written assignment form. However, at no time shall an employee be expected to provide bilingual translation or interpreting unless assigned in writing and provided the differential. Bilingual duties shall include to read, speak, translate and interpret from English to another language or from another language to

English. Employees officially assigned in writing will be required to pass a standardized test to be eligible for this differential.

- b. The Agency will pay the costs for the employee to take the initial test. If the employee does not pass the test and the employee wishes to retake the test, the employee will pay the cost of the additional tests.

Section 5. Housing Allowance for Chaplains.

Provided the employee meets all the IRS regulations, thirty-five percent (35%) of the monthly salary of all Chaplains in the full-time employment of the Department shall be designated as housing allowance. Each Chaplain shall report annually to the appointing authority the exact amount being claimed under Section 107 of the Internal Revenue Code of 1954 as housing allowance.

Section 6. TERT and CNT Teams.

Employees assigned to the TERT Team shall receive a premium of four percent (4%) above their regular base wage rate. Employees assigned as Crisis Negotiators shall also be eligible for the four percent (4%) premium above their base regular wage rate. The percentage earned for serving on the TERT/CNT teams will be maintained as the same percentage as the Security Unit.

Section 7. Institution Registered Nurse.

- a. BSN Differential. Any Institution Registered Nurse who possesses a Baccalaureate degree in Nursing shall be eligible to receive an additional four and seventy-five one hundredth percent (4.75%) of his/her salary rate. To receive the differential the nurse shall submit appropriate verification of this degree including official transcripts to the Medical Services Manager/Nurse Manager. The nurse may begin receiving the differential the first of the month following submission to the Medical Services Manager/Nurse Manager.
- b. MSN Differential. Any Institution Registered Nurse who possesses a Master's degree in Nursing shall be eligible to receive an additional nine and five tenths percent (9.5%) of his/her salary rate. Individuals eligible for this differential shall not also receive a BSN differential. To receive the differential the nurse shall submit appropriate verification of this degree including official transcripts to the Medical Services Manager/Nurse Manager. The nurse may begin receiving the differential the first of the month following submission to the Medical Services Manager/Nurse Manager.

Section 8. Security Differential.

The Parties shall use the following procedure to process security differential points:

- a. Security differential points will be awarded to eligible employees. Eligible employees are those employees assigned to Department of Corrections

AFSCME-represented non-security classifications who perform various levels of security and/or custody duties as determined and recommended by the Security Review Committee in a memorandum to all AFSCME strikeable unit employees dated May 22, 2000.

- b. Annually, as part of the performance review, supervisors and eligible employees shall review the position description and differential assessment form. The review will ensure that the duties of the position continue to be eligible for the differential and the appropriate number of points have been awarded. The position description and assessment form will be signed and forwarded to the assigned department human resource consultant who will verify the duties and points. The HRC will send the documents to Personnel Records. A copy of the differential form will be placed in the employee's file.
- c. Prior to recruitment, supervisors shall review and update as necessary position descriptions and assessment forms for vacant positions. The documents will be forwarded to the assigned department human resource consultant and the recruitment section.
- d. An employee's SDU points may be reviewed at the request of the employee or Union. The employee shall request the employee's current position description and assessment form and then review it with the employee's immediate supervisor. The employee shall receive an official position description and assessment form signed by the supervisor noting agreement or disagreement within fourteen (14) calendar days of submission to the supervisor, or the employee can proceed to the next step without the position description or assessment form. The employee will submit the official, signed position description and assessment form or an unsigned version if the supervisor did not sign it, and a written explanation for the basis of the points change request to the Human Resources Office within thirty (30) days of having given the position description and assessment form to the employee's supervisor. A copy will be mailed to the Union.
- e. Any disagreement regarding the number of security differential points awarded to an employee will be resolved by a review of the Local President or designee and the Assistant Director of Human Resources or designee using the criteria set forth by the original security differential committee.
- f. Security differential points shall be fourteen dollars (\$14.00) per point. All employees of the bargaining unit shall automatically receive one (1) point. Additional points shall be earned according to the guidelines stipulated in

subsection 'a' of this section. The effective date will be the first (1st) of the month following the signing of the Agreement.

- g. Where an employee receives additional points as a result of a temporary assignment to a position eligible for security points, an employee can receive security differential points under the following conditions: 1) the employee is assigned by the Agency the duties of a position that is eligible for security differential points must work at least five (5) consecutive workdays performing the duties of the position, and 2) the employee shall be eligible to receive the security differential points for the position on a prorated basis for the workdays the employee actually works. The employee will be eligible to receive the security differential points associated with the position they are covering.

Section 9.

- a. Employees in the classification of Facility Maintenance Specialist (C4012) shall be paid a differential of five percent (5%) above their base straight time rate of pay when duties are assigned in writing which require a Limited Maintenance electrician license (LME) or Building Maintenance Electrician license (BME).
- b. Where the Agency assigns duties to a Supply Specialist 2 that requires use of his/her Commercial Drivers License (CDL), the affected employee will be paid five percent (5%) of their base straight time rate of pay.
- c. Except for subsection (b) above, where the Agency assigns duties in writing to any employee that requires the use of their Commercial Drivers License (CDL) which is not required licensure by DAS classification specifications or minimum qualifications for his/her position, the affected employee will be paid two percent (2%) of their base straight time rate of pay for the month(s) in which this occurs. The start/stop dates (if any) will be noted on the written assignment form.

Section 10. Staff Relief Differential

Employees assigned as staff relief will receive a six percent (6%) increase to their base pay in lieu of other penalty pay. Penalty pay, for purposes of this Agreement refers to overtime pursuant to [Article 15](#) Section 3 and work out of classification compensation under [Article 20 - Work Out of Class](#). Except for emergency situations or as mutually agreed, the employee assigned as staff relief will be given seven (7) days advance notice of shift and/or days off changes.

Section 11. Information Service Team Leader Differential.

1. General Conditions for Eligibility.

- a. Bargaining unit employees occupying positions that are classified as Information Specialist 1-8 will be eligible for the differential in accordance with section 1(e) of this section.
- b. The differential shall be ten percent (10%) beginning from the first day the duties are formally assigned in writing.
- c. Bargaining unit employees shall not be eligible for any work out of class pay, leadwork differentials or any other premium pay except for overtime and penalty payments as compensation for team leader duties. If an employee receives more than one (1) differential (except overtime as mandated by FLSA), the differentials will be calculated on the base so that no 'pyramiding' occurs (i.e. if an employee is receiving the team leader differential and out of class differential, the two (2) differentials would be calculated separately and then added onto the base pay).
- d. The differential shall be ten percent (10%) above the employee's base salary rate.
- e. For a bargaining unit employee to be eligible for the differential, the Agency must formally assign the employee in writing to perform team lead duties, the employee leads a team of employees and performs substantially all of the following duties under supervisory direction:
 1. Plans for short and long term needs of team, including such areas as technology to be used, user requirements, resources required, training necessary, methods to accomplish work, multiple project timelines and competing priorities.
 2. Establishes and coordinates multiple interrelated project schedules for all projects on which the team is working.
 3. Works directly with multiple users to identify broad user needs and requested timelines when projects are submitted for the team.
 4. Provides technical/operation guidance to contractors and monitors quality assurance.
 5. Develops technical standards and monitors team members' work for compliance.
 6. Performs leadwork duties on a recurring daily basis as stated in [Article 21](#), Section 1, of the State of Oregon/AFSCME Agreement covering the Security Plus bargaining unit. Those duties include

orienting new employees, if appropriate, assign and reassign tasks to accomplish prescribed work efficiently, give direction to workers concerning work procedures, transmit established standards of performance to workers, review work of employees for conformance to standards and provide informal assessment of workers' performance to the supervisor.

2. Voluntary Developmental Training Assignment Exemption

Bargaining unit employees shall not be eligible for the differential if they are on a voluntary developmental training assignment.

3. Expedited Appeal Procedure.

- a. An employee believes that he/she is performing the duties that meet the criteria stated in section 1(e), but the duties have not been formally assigned in writing, the employee may notify the Assistant Director for Human Resources or his/her designee in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that Information Service Team Leader duties were in fact assigned and are appropriate, the differential will be effective beginning with the day the employee notifies the Assistant Director for Human Resources or his/her designee of the issue.
- b. If the Agency determines that the duties were in fact assigned but should not be continued, the Agency may remove the duties during the fifteen (15) day review period with no penalty.
- c. If the Agency concludes that the duties are not Information Services Team Leader duties, the Agency shall notify the employee's Assistant Director for Human Resources or his/her designee.

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ARTICLE 17 - CALL BACK TIME

Section 1. Call Back Pay.

Except as modified in Sections 2-4 of this Article, an employee who is called back to work outside the employee's regular shift, will receive overtime compensation in accordance with the Overtime Article of this Agreement for hours actually worked; but in no event will the employee be paid less than four (4) hours at the straight time rate of pay.

Section 2. Exceptions to Call Back Pay.

This provision will not apply when call-back results from employee oversight, (i.e., taking home necessary keys and/or equipment necessary at the Institution). The provision does not prevent the Agencies from calling employees for information not requiring call-back

to the work site. The employee would not be required to remain home or available unless on standby.

Section 3. Telecommuting.

If an employee is called to work and such work is conducted from the employee's home or alternate work site, the employee shall be paid only for the time actually engaged in the Agency's business. If such work results in an overtime situation as described by the employee's telecommuting agreement, the overtime shall be paid at the applicable overtime rate.

Section 4. Off-Duty Telephone Calls/Text Messages.

An employee who responds to a telephone call or text message outside of his/her schedule hours that is directly from Agency management or authorized by Agency management will be compensated at the appropriate rate of pay for no less than thirty (30) minutes or actual time whichever is greater. However, the employee will not receive additional compensation if the employee receives multiple telephone calls during the same thirty (30) minute period. This subsection shall not apply to overtime which is essentially a continuation of the scheduled work shift. This subsection shall not apply to telephone calls or text messages where Agency management directs the employee to report for work which then engages Section 1 of this Article instead of this Section. This section shall not apply to employees assigned to on-call or standby duty status.

ARTICLE 18 - REPORTING PAY

An employee who is scheduled and reports to work and there is no work available may be excused from duty, but shall be paid at their regular rate for the shift of work scheduled. Work scheduled in this context does not include work hours assigned or volunteered for outside the employee's regular schedule.

ARTICLE 19 – STANDBY DUTY/ON-CALL DUTY

On-call and standby duty will be assigned on an equitable basis among employees who are qualified to do the work. If the work assigned includes the duties of acting supervisor, management will determine who is qualified. When on-call or standby duty is assigned, on-call or standby pay will be in effect. When an on-call or standby duty is assigned the affected employee will be notified of the effective pay status. Assignment will be made in writing unless time and circumstance prevent prior written notice.

Section 1. Standby Duty.

- a. An employee shall be on standby duty when required to be available for work outside his/her normal working hours, and subject to restrictions consistent with the FLSA which would prevent the employee from using the time while on standby duty effectively for the employee's own purposes.

- b. Compensation for standby duty shall be at an FLSA-eligible employee's straight time rate of pay or for FLSA-exempt employees hour-for-hour compensatory time off. Overtime hours shall be at the appropriate overtime pay rate pursuant to [Article 15](#).

Section 2. On-Call Duty.

- a. Employees shall be paid one (1) hour of pay at the regular straight time rate for each six (6) hours of assigned on-call duty. Employees who are assigned on-call duty for less than six (6) hours shall be paid on a pro-rated basis.
- b. An employee shall be assigned on-call duty when specifically required to be available for work outside his/her working hours and not subject to restrictions which would prevent the employee from using the time while on call effectively for the employee's own purposes.
- c. No employee is eligible for any premium pay compensation while on on-call duty except as expressly stated in this Article.
- d. On-call duty time shall not be counted as time worked in the computation of overtime hours worked but on-call pay shall be included in the calculation of the overtime rate of pay.

Section 3.

An employee shall not be on standby duty or on-call duty once he/she actually commences performing assigned duties and receives the appropriate rate of pay for time worked.

ARTICLE 20 - WORK OUT OF CLASSIFICATION

Section 1.

When an employee is assigned for a limited period to perform the duties of a position at a higher level classification for at least five (5) consecutive work days, or more, or forty (40) consecutive straight time hours or more, the employee shall be compensated for all hours worked beginning from the first day of the assignment at a rate which is not less than at the equivalent of one (1) step increase, or the first step of the higher range, whichever is greater.

Section 2.

An employee performing duties out of classification for training or developmental purposes shall be informed in writing of the purpose and length of the assignment during which there shall be no extra pay for the work. A copy of the notice shall be placed in the employee's file. Assignment to training to developmental opportunities shall be voluntary.

Section 3.

An employee who is underfilling a position shall be informed in writing of their underfill status, the reasons for the underfill, and the requirements necessary for the employee to qualify for reclassification to the allocated level. Upon gaining regular status and meeting the requirements for the allocated level of the position, the employee shall be reclassified.

Section 4.

Assignments of work out of classification shall not be made in a manner which will subvert or circumvent the administration of this Article. This higher class work will be entered into the employee's personnel file and shall be used for annual performance appraisals and will be taken into consideration by supervisors during promotional merit ratings.

Section 5.

Job Rotation is the performance, by mutual agreement, by an employee, of a different work assignment, on a non-permanent basis, for an agreed-to period of time. A job rotation may trigger work out of class pay if the assignment is to a classification which is in a higher salary range.

Section 6.

When the Agency chooses to offer a work out of classification assignment, it shall be assigned through an open competitive process when the duration is expected to last six (6) months or longer. The Agency will post the opportunity on its electronic bulletin board in the Agency public folders for no less than ten (10) calendar days. If the Agency chooses to continue the work out of classification assignment beyond one (1) calendar year, the Agency shall re-post the opportunity for no less than ten (10) calendar days.

Section 7.

For Work Out of Classification pay pending reclassification, refer to [Article 46 - Reclassification](#) of this Agreement.

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ARTICLE 21 - LEADWORK DIFFERENTIAL

Section 1.

Leadwork differential shall be defined as a differential for employees who have been formally assigned by their supervisor, in writing, "leadwork" duties over two (2) or more employees in their classification or salary range for ten (10) consecutive calendar days or longer. Leadwork is where, on a recurring daily basis, while performing essentially the same duties as the workers led, the employee has been directed to perform substantially all of the following functions: to orient new employees, if appropriate; assign and reassign tasks to accomplish prescribed work efficiently; give direction to workers concerning work procedures; transmit established standards of performance to workers; review work of

employees for conformance to standards; and provide informal assessment of workers' performance to the supervisor.

Section 2.

The differential shall be five percent (5%) beginning from the first day the duties were formally assigned in writing for the full period of the assignment.

Section 3.

Leadwork differential shall not be computed at the rate of time and one-half (1-1/2) for the time worked in an overtime or holiday work situation, or to effect a "pyramiding" of work out of classification payment.

Section 4.

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

Section 5.

The employees who believes they are performing the duties of a leadworker as defined in Section 1, may request a review of the duties as follows:

- a. The employee shall notify their supervisor and appropriate Personnel Officer, in writing for a review.
- b. The supervisor, on behalf of the Agency, will respond to the employee in writing, within fifteen (15) calendar days from the date of notification.
- c. If it is the Agency's determination that the leadwork duties were assigned, the leadwork differential will be effective the date the employee notified the supervisor.
- d. If the Agency determines that the duties are not leadworker or wishes to remove the duties, the employee will be notified as noted in "b" of this Article.

Section 6.

When the Agency chooses to make a leadwork assignment or chooses to rotate a current leadwork assignment to another employee, the Agency shall use a competitive process to assign a qualified employee. The Agency will email employees in the work unit where the assignment is available of the opportunity and employees will be able to apply through a memorandum of interest. The Agency will allow no less than ten (10) calendar days for employees to submit their interest through this process.

ARTICLE 22 - TRAVEL/MOVING ALLOWANCES

Section 1.

Travel and Moving Allowances will be reimbursed in accordance with the Department of Administrative Services Accounting Division Policy.

Section 2.

If the per diem rates change, as reflected in the Department of Administrative Services Accounting Division Policy, the rates for the Article will likewise be adjusted.

Section 3. Reimbursement of Expenses Incurred in Rescinded Transfer.

An employee who is given a written notice of transfer that is later rescinded shall be compensated by the Agency for all expenses incurred which are under section 1 of this Article. The employee shall furnish the Agency with normally required receipts of expenses claimed when requesting such compensation. (From [Article 52](#), Section 3)

Section 4. Travel Time on Authorized Agency Business.

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

ARTICLE 23 - EMERGENCIES

Section 1.

During periods of bona fide emergency, provisions of this contract regarding work assignments and scheduling, job posting, and overtime scheduling may be temporarily suspended by the Agency as required for the duration of the emergency. Appropriate notification of the emergency status will be made to the Union or designee.

Section 2.

Emergency is defined as an unforeseen circumstance which may threaten the safety and security of the public, inmates, employees and/or property.

This Section shall not be used by management to justify suspension of the above described contract rights to meet the daily operational needs in filling unexpected shift vacancies due to absences of scheduled staff which occur from time to time.

ARTICLE 25 - WORKING CONDITIONS

Section 1. Workweek.

- a. **Workweek Defined.** The workweek shall begin at 00:00 a.m. Sunday and end at 12:00 Midnight the following Saturday. All permanent full-time employees in the unit shall be scheduled for five (5) shifts of eight (8) hours with two (2) consecutive days off within each workweek, or four (4) shifts of ten (10) hours with three (3) consecutive days off within each workweek. Saturday and Sunday will be considered as consecutive days off within the workweek.
- b. **Workweek Adjustments.** If a variance from this paragraph is required in order to accomplish the mission of the Agency, the Agency shall notify the Union of the reasons for the change prior to its effective date and the Union shall be afforded an opportunity to comment and offer alternative suggestions. If the Union feels the change is unreasonable, the matter may be processed as a grievance.
- c. **Schedule Changes.** Employees subject to changes in shift and days off shall be given seven (7) days notice prior to implementing a schedule change.
- d. **Employee Requested Alternate Work Schedules.**
 1. An alternate work schedule shall be defined as any regular and recurring schedule that is other than a five (5) day eight (8) hour work schedule.
 2. An employee may request an alternate work schedule by submitting an Agency Alternative Work Schedule Request Form (CD1495) to his/her immediate supervisor. The supervisor shall review the request, consider and approve or deny the request based on the criteria on the Alternative Work Schedule Request Form (CD1495). If approved, the employee waives any overtime or penalty payments that are a result of the employee transitioning into the approved schedule. If the request is denied, the supervisor will give reasons for the denial. If requested, the supervisor will meet to discuss the reasons for the denial of the employee's alternate work scheduled request. Alternate work schedule requests that are denied may be grieved up to step 3 of the grievance procedure.
 3. Notwithstanding subsection 2 above, posted positions requiring relief and any employees who bid for shifts and days off will not be eligible for consideration for an alternate work schedule.
 4. Pursuant to [Article 15 - Overtime](#), overtime for employees working an alternate work schedule shall be time worked in excess of the scheduled hours in a day or forty (40) hours per week.

5. This section shall not apply to [Article 25](#), Section 3(e)(Boiler Operators), Article 25 Section 7(f)(P.E.S.T. Work Schedule) and (n)(Health Services: RN/Health Services Technicians) of this Article.
6. The Agency shall have the right to revoke an employee's alternate work schedule with thirty (30) calendar day written notice to the employee with a copy to the local subchapter President if the schedule no longer meets operating needs which shall include the reasons for the change. In addition, the employee may return to a five (5) day eight (8) hour work schedule with seven (7) calendar day written notice to his/her immediate supervisor. In either case, the Agency shall not suffer any overtime or other penalty pay liability for moving into or moving out of an alternate work schedule.
7. Requests for alternate work schedules shall be considered in order of application. If more than one (1) employee makes application for an alternate work schedule on the same day and both requests cannot be approved, preference shall be given to the employee with the most bargaining unit seniority in the Agency.

Section 2. Working Hours.

- a. Work Hours Defined. The standard workday shall be a period of twenty-four (24) hours containing eight (8) consecutive hours of work interrupted by rest and meal periods.
- b. Rest Breaks. Rest periods will consist of two (2), fifteen (15)-minute breaks away from the work area. Rest periods preferably will occur between the second and third hours and the fifth and sixth hours of the employee's shift.

In addition to rest breaks in paragraph #1 of this section, and subject to conditions outlined in paragraph #3 of this section, employees working a twelve (12) hour shift will be provided an additional fifteen (15) minute rest break.

The Parties recognize that all staff, however, cannot be guaranteed rest breaks on a regular and recurring basis. Management agrees to make every reasonable effort to allow rest breaks. This paragraph is not intended to change existing practices for non-institution employees.

Section 3. Meal Periods.

- a. A meal period shall be scheduled for each employee at approximately the mid-period of the workday, as work permits. This period shall begin upon the employee being relieved and shall end upon the employee's return to the work station.

- b. Where an overtime assignment that is contiguous to an employee's regular work schedule will be four (4) or more consecutive hours, the Agency will schedule a thirty (30) minute meal period for the employee at the end of their regular work schedule.

Employees who are not relieved from their work assignment, and are required to remain in their work area while eating, shall have such time counted as time worked.

In no instance shall an employee be required to use a meal period in excess of one (1) hour.

- c. If an employee purchases a meal at the Institution during their regular unpaid meal period, and during that unpaid meal break Institution management directs the employee to respond or return to work before his/her purchased meal is consumed, he/she shall report the matter to his/her direct supervisor or OIC on shift within two (2) hours of the incident occurring in order to resolve it.

If there are unresolved issues surrounding a Security Plus unit employee being directed by Institution management to respond during his/her unpaid meal break where they have purchased an Institution meal, it will be addressed at the Institution's local Labor/Management committee. Any resolution shall not create any new benefit or right for Security Plus staff. Any local resolution will be on a case by case basis and shall be Institution specific.

- d. Except as noted in subsection d) and e), employees currently working on an Agency approved work schedule that includes an eight (8) hour or ten (10) hour daily shift without an unpaid meal period may continue to do so unless revoked by the Agency or employee upon seven (7) calendar days prior written notice. If revoked, the written notice and the reasons for the change will be provided to the employee and the Local's Subchapter President. If the employee revokes the schedule, the Agency shall not suffer any overtime or other premium pay penalties.
- e. Bargaining unit employees desiring to work a schedule without an unpaid meal period for a period of not less than thirty (30) consecutive calendar days shall make the request in writing to the Agency. The Agency shall review the request and approve or deny the request subject to operating needs. The Agency's decision shall not be subject to the grievance procedure. The Agency or employee may revoke the schedule that has an unpaid meal period upon seven (7) calendar days with prior written notice. If either the Agency or employee give written notice of wanting to end the work schedule that does not have an unpaid meal period, the written notice shall include the reasons for the change. If the employee revokes

the schedule, the Agency shall not suffer any overtime, shift change penalty pay or other premium pay penalties.

- f. An employee who occupies a position as a Boiler Operator in all institutions shall be required to work an eight (8) or ten (10) hour shift without an unpaid meal period. Except for Food Service Coordinators employed at CRCI and TRCI, all Food Service Coordinators shall be required to work an eight (8) or ten (10) hour shift without an unpaid meal period.
- g. This subsection will not abrogate the work schedule options outlined in Letter of Agreement #5 (OSP-M) which does not include an unpaid meal period.
- h. Subsections (e) and (f) shall not apply to Institutional RN's and Health Service Technicians.

Section 4. Clean Up Time.

Except in emergencies, employees shall be allowed a reasonable amount of clean up time during duty hours, prior to completion of shift. Abuses of clean up time may be subject to disciplinary action.

Section 5. Institution Working Conditions.

Where employees work varying shifts and days, the Agency will meet to discuss the working conditions with representative(s) for the Union.

Section 6. Time Trades.

Employees may agree to time trades with other employees who are qualified to perform the duties required in the course of the trade. Such agreement shall be in writing and signed by the affected employees. Supervisors shall not withhold approval of time trades without valid cause.

Time trades are voluntary agreements between employees and shall not cause financial liability to the employer. The employees are individually responsible to ensure that the time trade occurs as approved. The employee who fails to complete the trade as approved shall be charged with leave without pay, unless other leave is approved by the employee's supervisor.

Employees will submit requests seven (7) days in advance of the trade date. If a trade is denied a brief explanation shall be provided on the form, which will then be returned to the employee.

All time trades shall be completed within a thirty (30)-day time period.

The notification deadlines and/or the completion period may be extended or reduced at individual functional units by mutual agreement between the local Union and the Functional Unit Manager via the Labor/Management meeting process.

Functional Unit Manager may reduce the minimum notification deadline or extend the completion period at their discretion and with the agreement of the affected employee.

Section 7. Subject to operating needs of BHS inside of an Institution, the Agency may notify the Union and employees of the reasons for adopting a new work schedule that may include shifts that cover evenings/weekends pursuant to conditions outlined in [Article 25](#) Section 1(b) of this Article. Nothing prohibits the Union from making a timely demand to bargain under ORS 243.698 et.seq. to bargain the proposed work schedule for Qualified Mental Health Professionals for the affected Institution.

Section 8. Local Working Conditions.

A. HEALTH SERVICES

RN's and Health Services Technicians

1. To insure proper staffing levels and adequate health services within Institutions, the Parties have agreed to an alternate work schedule for both full-time and non-full-time (part-time-percentage) RN's and Health Services Technicians to include twelve (12)-hour shifts.

Overtime, for the purposes of this Agreement, shall be paid as follows:

- a. Full-time and part-time (percentage) employees' hours worked in excess of twelve (12) hours per day will be overtime.
- b. Full-time and non-full-time (part-time-percentage) employees' hours worked in excess of forty (40) hours per week will be overtime.

The workweek is Sunday through Saturday, per [Article 25](#), Section 1(a).

2. The new definitions for alternate workweek and overtime work applies only if the employee requests an alternate work schedule in writing and the Agency approves the alternate work schedule request. If an employee does not request an alternate work schedule or the Agency does not approve the request, [Article 25](#), Section 1 and [Article 15](#), Section 2, as written in the Parties' collective bargaining agreement, apply to that particular employee.
3. Full-time RN's and Health Services Technicians who work an alternate work schedule will work three (3) twelve (12)-hour shifts and one (1) four (4)-hour shift for a total of forty (40) hours per workweek.
Non-full-time (part-time-percentage) RN's and Health Services Technicians may work a combination of shifts to include twelve (12) hour shifts. The

Parties agree that if a RN or Health Services Technician is absent from work on a scheduled twelve (12)-hour shift, twelve (12) hours of accrued leave will be required to cover that absence.

4. As written in [Article 15](#), Section 3, shift change penalty pay does not apply to employees working an alternate workweek with regular posted shifts that may include working more than eight (8) hours in a twenty-four (24) hour period.
5. Shift Differentials for RN's and HST's: The shift differential for RN's and HST's shall be one dollar and eight-five cents (\$1.85) per hour for all hours worked between 5:00 pm and midnight. The differential for RN's and HST's working between 12:00 midnight and 6:00 a.m. shall be two dollars and twenty-five cents (\$2.25) per hour for all hours worked during that time. This section becomes effective the first (1st) month following the signing of the Agreement.
6. When a holiday occurs on a day the employee would normally be scheduled to work but does not, the employee will be allowed to utilize other available paid leave for the balance of the holiday off (eight (8) hours HO and four (4) hours of VA = twelve (12) hours for the shift). When a holiday occurs on a day the employee would normally be scheduled off, the employee will receive eight (8) hours of Corrections paid holiday (eight (8) hours of pay at the straight time rate).

Non-full-time employees (part-time percentage) will receive the prorated amount of holidays that fall within the employee's work schedule. (Example: Employee who is sixty-four percent (64%) will receive five and one-tenth (5.1) hours of the holiday either in holiday (HO) or compensatory time straight (earned or paid).

Employees working the holiday shall be compensated as follows:

Holiday occurs on the day an employee is to work (12) hours

Eight (8) hours of holiday pay (part of the employee's regular salary)

Four (4) hours of regular pay (part of the employee's regular salary)

Four (4) hours half ($\frac{1}{2}$) time (extra pay (half-time ($\frac{1}{2}$)))

Eight (8) hours of holiday pay at time and one-half ($1 \frac{1}{2}$) (extra pay (time and a half $1 \frac{1}{2}$)))

Holiday occurs on the day employee is scheduled to work four (4) hours

Four (4) hours of holiday pay (part of the employee's regular salary)

Four (4) time and a half (1 ½) (extra pay)

Four (4) Corrections paid holiday (extra pay straight time)

7. Time Trades: Employees who wish to enter into a time trade agreement shall submit an approved form no less than seven (7) days in advance of the trade date. If a trade is denied, a brief explanation shall be provided on the form that will then be returned to the employee. Approval of time trades will not be withheld without valid cause.

Time trades are voluntary agreements between employees and shall not cause financial liability to the Employer. The employee who fails to complete the trade as approved shall be charged with leave without pay unless other leave is approved by the employee's supervisor.

8. Nothing in this Agreement changes the authority or ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with applicable provisions of the Collective Bargaining Agreement.
9. This Agreement does not establish any additional obligations on the Employer, Agency or the Union to negotiate different workweek or overtime work definitions for other bargaining employees.

B. HEALTH SERVICES

CCCF: Health Services – RN's and Health Services Technicians

Shift and Day's Off Bid process (LPN's and RN's)

For purpose of shift bidding, seniority is defined as total length of DOC represented service. Health Service Techs (LPN's) and Registered nurses (RN's) shall bid combined based upon their Agency seniority for a twelve (12) month period of time. Health Services (CCCF) management will post the shift bid fourteen (14) days prior to the bid. The Shift and Day's Off bid will take place no less than thirty (30) days before the schedule change. Employees on initial trial service may bid for shift and days off in order of seniority as defined as DOC Represented time in class. Employees who fail to successfully bid, who do not apply to bid, will be assigned at the discretion of the Health Service's Management.

Bids will address only shift and days off. Bidding will occur every twelve (12) months, becoming effective on the last Sunday of January. The Medical Services Manager or designee shall post assignment rotation pattern at least thirty (30) calendar days prior to the start of the new bid. Management reserves the right to change the assignment rotation pattern to meet operational needs. Management retains the right to fill positions as stated in [Article 10](#) of this Collective Bargaining Agreement.

The following definitions and practices are identified for shift and days off bidding:

- a. New Hires – All employees with the same hire date, will have their seniority determined by lottery (i.e., individual employees from each affected new hire grouping will draw a number). This will be their permanent seniority. (Not to be redrawn each bid cycle.)
- b.
 1. The Agency will provide and post seniority lists that show each employee state hire dates and total Agency time. Before the bid is implemented, the Union will be provided a copy of the lists at least six (6) weeks before the bid. The Union will review the lists and confirm in writing the Union's agreement with the accuracy of the lists within two (2) weeks. The Union agrees to update this information as necessary to include new transfers, hires and promotions.
 2. If an employee's seniority date has been changed and the employee disputes their seniority date, they shall submit the issue in writing to the Health Services Human Resources Manager within ten (10) calendar days of the date they became aware of the matter. The Health Services Human Resources Manager will forward a copy to the Local President and Local Oregon AFSCME Council Representatives.
 3. A committee will be established which shall be composed of three (3) Union appointed from the Security Plus bargaining unit employed in Health Services at the Institution. The Agency shall appoint two (2) management representatives from Health Services/Institution management.
 4. The committee will deliberate and resolve the dispute. A majority of committee members must vote for a resolution. The committee's decision will be final and binding on all Parties. Any resolution shall conform to the terms of the agreement. Seniority disputes covered under this Section will not be subject to the grievance procedure.

5. The Institution shall not change an employee's shift/days off so the employee can participate on the committee. The Institution shall not be liable for any overtime as a result of being on the committee.
- c. All documents for bidding will be published documents and posted, emailed or mailed to any staff not present because of time off and/or training. The documents showing available shifts and days off will indicate credentials necessary to bid for that slot.
- d. Bids can be submitted in person or by telephone. Submission by e-mail to management and a designated Union representative prior to the bidding time will be accepted.
- e. Individuals in a job-share will bid on the seniority of the individuals with the highest seniority.
- f. Each employee will be given a time frame for bidding. If the employee is in a position that needs relief, the employee will request the relief from the managers at the beginning of the employee's shift. Management will have a relief person to the position just prior to the bid time for the relieved employee.

Quarterly, on the first of the designated month (April, July, October), management will formally announce open shifts/days-off. Employees in the process of training and orientation may bid for an open slot but will not assume that slot until the orientation and training process is complete. Assignment to the open slots will be by seniority. Weekly assignments for the upcoming workweek will be posted by the prior Friday at 12:00 pm (noon). Management reserves the right to change employee work assignments to meet operational needs.

Distribution of Voluntary Overtime.

The primary method for filling available overtime will be through volunteers. Management retains responsibility but delegates the day to day function of assigning overtime to the Infirmary RN on shift. Management will normally perform this task while on site except for the limited circumstances when they are unable to accomplish it in a timely manner. In these instances the task will be assigned to the Infirmary RN.

When overtime work is needed, management or designee shall first ask Part-Time, Job Share or Float Pool staff who are available to work on straight time. Secondly, the staff who have signed up on the Overtime Calendar will be asked if they wish to work the overtime opportunity. If there are no volunteers from the Overtime Calendar, management or designee shall ask on-shift staff in order of the mandatory list if they wish to volunteer for the overtime opportunity. If the employee accepts the overtime

assignment, the employee's name will be moved to the bottom of the mandatory overtime list.

Mandatory Overtime.

- a. When management is unable to fill a work assignment through voluntary means, mandatory overtime will be used. In such cases, management will designate mandatory overtime on a rotation basis to all employees on their regular scheduled shift based on the state hire date seniority list by inverse order and the date of the last mandatory overtime worked once the list is established. Employees who are on voluntary overtime will not be subject to being mandated. Employees who are on time trades will only be mandated after all other available employees have already been mandated.
- b. When mandatory overtime must be assigned, the Agency shall assign the work to the next staff member available on the list.
- c. Movement to the bottom of the list requires an employee to work a minimum of two (2) hours of a designated mandatory overtime shift.
- d. The mandatory overtime list shall be posted electronically and in the Staff Call In Book.
- e. All nursing staff may not be selected for mandatory overtime on those days which are the employee's 'true' Friday and/or on the day before bidded vacation time. However, nursing staff may choose to accept a mandatory overtime assignment on their 'true' Friday and receive credit for it.
- f. Regardless, the non-biddable staff in Receiving and Discharge and the Infection Control Nurse will be exempt from mandatory overtime assignments outside of their regularly assigned duties.
- g. Mandatory overtime assignments can be split. It will be the employee's responsibility to find another employee to split the shift with and the mandated employee is responsible for coverage of the complete shift. The mandated employee shall notify his/her supervisor or designee of the split overtime shift and the other employee's name and the hours to be worked by both employees. Both employees will be rotated to the bottom of the mandatory overtime list by working two (2) hours or more.
- h. Staff on mandatory overtime may choose their work assignment from the open assignments for that particular shift that they are qualified except for the non-bid positions.

Annual Vacation Bidding.

Employees shall bid for their vacation based upon their seniority in Sate service with LPN's and RN's being considered as one (1) classification for this purpose.

During the annual vacation bid process, employees may place a bid for a consecutive block of time based on accrued vacation leave. Following the completion of the first bid, a second and third bid will take place. Bids can be submitted in person or by telephone. In prearranged circumstances, submission by e-mail to management and a designated Union representative prior to the bidding time will be accepted. Employees who miss their designated bid time will be permitted to bid for any remaining vacation slot. If an employee needs relief from their position they must ask for relief with a manager at the beginning of their shift.

If bidded vacation days are returned to the vacation pool, the Agency will post electronically on the local drive and in the Vacation Calendar Book those days for other employees to request. Request will be accepted on a first come first serve basis via the leave request form. Leave requests will be approved to allow up to two (2) staff per twenty-four (24) hour period except that three (3) staff will be allowed off on recognized Holidays pursuant to [Article 31](#) of the Agreement.

Vacation requests outside the normal bidding process need to be submitted by the 10th of the month prior to the requested time off. Approval or denial of the submitted request will be made no later than the 20th of the month prior to the requested days.

If the employee does not have enough hours accrued for the hours of vacation requested, the vacation will be cancelled or reduced to match the employee's accrued hours following discussion with the employee before the monthly schedule is posted. If an employee's leave request for time off throughout the year is denied, the denial and the reason for the denial will be documented on the leave form and returned to the employee.

Non Bid Assignments

Non-Bid Assignments (filled by seniority and interest).

The three (3) current positions are:

- (2) Receiving Institutional Nurse Positions
- (1) Infection Control Nurse Position
- (4) MH1 Institution Registered Nurse (RN)

Non-biddable assignments will be included in the annual review of assignments.

Management reserves the right to exempt bid slots for the purpose of work assignments that require additional skills, knowledge and licensure. These slots will be filled by interested and appropriately credentialed nurses based on an interview process. When

a non-biddable assignment is vacated, it will be announced and appropriately credentialed interested individuals may apply and interview for the opening. If there is more than one (1) position within like non-biddable assignments, those individuals will bid by seniority for shifts/days off during the annual shift/days off bid. Staff will have access to the list of non-biddable positions.

Time Trades

Employees may agree to time trades with other employees who are qualified to perform the duties required in the course of the trade. Such agreement shall be in writing and signed by the affected employees. Supervisors shall not withhold approval of time trades without valid cause. Time trades are voluntary agreements between employees and shall not cause financial liability to the Employer. The employees are individually responsible to ensure that the time trade occurs as approved. The employee who fails to complete the trade as 2015-2017 DOC Security Plus 40 Collective Bargaining Agreement approved shall be charged with leave without pay, unless other leave is approved by the employee's supervisor. Employees will submit requests seven (7) days in advance of the trade date. If a trade is denied a brief explanation shall be provided on the form, which will then be returned to the employee. All time trades shall be completed within a thirty (30)-day time period. If the trade is not approved, Management must provide in writing before the trade is to occur the reason the trade was declined. The notification deadlines and/or the completion period may be extended or reduced at individual functional units by mutual agreement between the local Union and the Functional Unit Manager via the Labor-Management meeting process. Functional Unit Manager may reduce the minimum notification deadline or extend the completion period at their discretion and with the agreement of the affected employee.

Behavioral Health Services (BHS) – Medium and Minimum Facility except Intake

Where management determines that a QMHP work assignment requires working on a Saturday and/or Sunday, management will first seek a volunteer(s). If there are no volunteers the least senior regular status employee will be assigned. Seniority shall be defined as time in classification within the AFSCME Security Plus bargaining unit.

CRCI: Health Services – RN's and Health Services Technicians

A. Overtime

1. Definitions

- a. Scheduled Overtime. A shift of four (4) hours or more of needed coverage that is known more than five (5) days in advance.
- b. Unscheduled Overtime. A shift of four (4) hours or more of needed coverage that is made known in five (5) days or less in advance.
- c. Mandatory Overtime. Overtime that is needed that day or the following shift and nobody has volunteered to work the hours.

2. Overtime Procedure

- a. Overtime shall be voluntary except during periods of emergency or when management is unable to fill a work assignment through voluntary means.
- b. Overtime shall be assigned in the following order:
 - i. Scheduled overtime shall be posted to allow an opportunity for staff to volunteer. Job share or part time employees or employees in the float pool will be offered the shift first and then full time employees thus providing an opportunity to decrease overtime work.
 - ii. For unscheduled overtime management will contact on shift staff first and then off shift staff that have expressed interest in working overtime.
 - iii. If there are no volunteers, management will assign a staff member that is currently on shift to work mandatory overtime. The qualified employee that has not worked a mandatory overtime shift of two (2) hours or more in the longest time frame will be assigned the mandatory overtime.
- c. Health Services Technicians may only be mandated if they will not be working alone.
- d. Trial service employees or employees on their 'Friday' prior to a bidded vacation will be exempt from being assigned mandatory overtime.

DRCI: RN's.

1. Work Schedule. Management shall determine the work schedules that are required to cover the necessary work. Upon successful conditions of hire and upon satisfactory completion of trial service, the Parties have agreed to the following method of filling open work schedule positions are added or vacated:
 - Employees shall be notified of the open or added positions by posting openings on the employee bulletin board in the Health Services employee break room.
 - Interested employees will need to contact Health Services Management in writing within ten (10) days of the posted positions. Identifying in priority the position(s) of interest.
 - Positions shall be awarded according to union seniority.
 - Management retains the right to fill these positions as stated in [Article ten - 10](#) of the Collective Bargaining Agreement.

2. Overtime.

- Overtime shall be voluntary except during periods of emergency or when management is unable to fill a work assignment through voluntary means.
- In such cases, management will designate mandatory overtime on a rotation basis to all employees on each shift based on the union seniority list initially by inverse order. Once an employee has successfully completed orientation as determined by the Agency, that employee shall be placed on the list based on seniority.
- Movement to the bottom of the list requires an employee to work a minimum of two (2) hours of a designated mandatory overtime shift.

3. Vacation Bidding.

- Annual vacation bidding will be done during the third week of November for the following calendar year.
- A representative from the union will be present during the bidding process.
- Employees can bid for one (1) continuous block of time in each of the two (2) rounds of vacation bidding.
- Employee can only bid for the amount of accrued vacation time they will have for the time requested.
- To complete the bidding process, each nurse will be designated a fifteen (15) minute block of time, in order of state seniority, to complete their bid. Bids can be submitted in person or by telephone. In prearranged circumstances, submission by e-mail to management and a designated union representative prior to the bidding time will be accepted.
- If vacation time is returned to the vacation pool it can be made available at the managers discretion on a first come first serve basis.
- If the employee does not have enough hours accrued for the hours of vacation requested, the vacation will be cancelled or reduced to match the employee's accrued hours following discussion with the employee.
- Vacation requests outside the normal bidding process need to be submitted by the 10th of the month prior to the requested time off. Approval or denial of the submitted request will be made no later than the 20th of the month prior to the requested days.

EOCI: Health Services – RN's

1. For purpose of shift bidding, seniority is defined as Time in Classification with the Agency.
2. Employees on trial service will not be eligible to bid until they have successfully completed their trial service or orientation for those employees transferring to the institution with regular status, whichever is applicable, not to exceed six (6) months, unless trial service has been extended.
3. Shift Bid Process
 - a. All bargaining unit Registered Nurses are encouraged to develop a schedule and submit that schedule to management.
 - b. Management will review all schedules submitted by staff to assure that the needs of the Institution are met.
 - c. All Agency approved schedules are then displayed no less than thirty (30) days before the bid.
 - d. Each Registered Nurse will then vote on the six (6) month staff schedule they prefer.
 - e. The six (6) month staffing schedule that is preferred by the majority of nurses will be used for bidding the next six (6) month work schedule.
 - f. If there are no schedules submitted by staff that meets the Institution's needs, the Medical Services Manager or designee shall establish the work schedule.

Bids will address only shift and days off. Bidding will occur every six (6) months, becoming effective on the first Sunday of December and June. The Medical Services Manager or designee shall post the work schedule for review at least thirty (30) days prior to the bid. The shift and days off bid will take place no less than thirty (30) days before the schedule change. Bid shifts and days off rotation cannot be traded. Employees can bid the same shift for two (2) consecutive bids and then are required to bid on a different shift or days off.

4. The following definitions and practices are identified for shift and days off bidding.
 - a. New Hires – all employees with the same hire date, will have their seniority determined by lottery (i.e., individual employees from each affected new hire grouping will draw a number). This will be their permanent seniority. (Not to be redrawn each bid cycle.)

- b. The Agency will post the Agency seniority list. The work schedule for bidding and the bidding schedule will be published documents and posted in the nurses' station, emailed or mailed to any staff not present because of time-off and/or training.
 - c. Bids can be submitted to the manager and union representative in person, by phone, in writing or email. All phone bids will be validated by a union represented member and signed by a manager. A union representative will be present during the entire bid process.
 - d. To complete the bid process, each nurse will be assigned a 15-minute block of time to submit a bid. Employees who fail to successfully bid or who choose not to bid, or are hired after the most recent bid, will be assigned at the discretion of the Medical Services Manager.
5. Nothing in this Article changes the authority or ability of the Agency to change employee work schedules to meet operational needs consistent with the terms of this agreement. Should Agency management decide to redeploy staff, other than flex staff, Agency management will first seek qualified volunteers to fill the vacancy. If still unable to fill the vacancy, or long term absence, Agency management will make changes to the schedule that cause the least amount of disruption to the schedule.
6. When there is a need for staff to work overtime and it cannot be filled by voluntary means, the mandatory overtime process will be instituted. In the event that overtime is necessary, the following guidelines will be used:
- a. Monthly schedules will be posted on or about the 18th of the previous month.
 - b. Voluntary overtime for the month will be listed on the back of the schedule when posted and updated as needed.
 - c. Staff shortage hours are defined as any hours worked to fill staff shortage whether unscheduled straight time or overtime.
 - d. Staff shortage hours in excess of two (2) hours will move the employee to the bottom of the mandatory overtime list. All staff are responsible for recording staff shortage hours on the mandatory overtime list.
 - e. No staff will be assigned mandatory overtime on their last work day before their annual bidded vacation. Staff will not be mandated to work overtime during the orientation period. This does not prevent staff from volunteering during their orientation period for overtime that is posted so long as the employee has been oriented to the required job duties.

- f. Staff voluntarily working overtime on their scheduled day off will not be mandated to work extra hours immediately following their shift. Staff working trades shall not be exempt from mandatory overtime assignment.
7. When possible, management will provide reasonable unpaid meal period not to exceed thirty (30) minutes when an employee works unscheduled voluntary or mandatory overtime that is adjacent to the end of their shift and where the employee works at least four (4) hours of overtime beyond the employee's regular shift.
8. Vacation Scheduling.
 - a. Vacations will be bid on the basis of seniority. Seniority shall be defined as in [Article 32](#), Section 8 of the Agreement.
 - b. The bid time for vacations shall be from January 1 to December 31 of the upcoming year.
 - c. The vacation bidding process shall take place over a two (2) day period between the fifteenth (15th) of the October to the fifteenth (15th) of November. A Union representative and management representative shall be present each day.
 - d. Management shall post a list of employee sin seniority order a minimum of seven (7) calendar days before the bidding days. The list will include times of individual bids, in ten (10) minute increments during which the employee shall place their vacation request.
 - e. Vacation bids may be made by email, in person or by telephone with the Union and management representatives present. If the employee fails to make their vacation bid by any of the above means, within their allotted time frame, they will go the bottom for the list for that day of bidding.
 - f. Vacation bids are based on earned accrued vacation hours only, excluding any other paid leave. Bids may include projected vacation hours to be earned by the time of actual vacation time off.
 - g. Bid vacation time may not be traded with another employee.
 - h. If bid vacation hours are returned, the Institution will use the hours as needed.
 - i. Requests for vacation leave outside of the vacation bid process will be reviewed and approved or denied by the eighteenth (18th) of the preceding

month, Employees wishing to request vacation leave that would be beyond thirty (30) calendar days but less than one (1) year from the date of request will be received by management and held until the month before the leave is requested. At that time management will approve or deny the request. Employees can check the order of their vacation leave request by reviewing the notebook in the manager's office.

Institution Specific Fleece Jackets

Upon request, each Registered Nurse and Health Services Technician will be provided a fleece jacket to wear during inclement weather conditions. The jacket will be the Institution's property and shall be returned upon separation of employment.

SRCI: Institutional RN's and HST's

1. To insure proper staffing levels and adequate health services within Institutions, the Parties have agreed to an alternate work schedule for both full-time and non-full-time (part-time-percentage) RN's and Health Services technicians, including but not limited to eight (8), ten (10), and twelve (12) hour shifts where those schedules meet operational needs without incurring extra expense.
2. Shift and Days off Bidding
 - a. The Institution will establish the work schedule.
 - b. Employees on trial service will not be eligible to bid. Employees transferring in from another Institution with regular status will not be eligible to bid until orientation is completed.
 - c. For purposes of shift bidding, seniority shall be defined as time in class within the Agency adjusted for breaks in service with the AFSCME Security Plus Bargaining unit.
 - d. Bids will address only shift and days off. Bid slots cannot be traded.
 - e. The Institution will post the shift bid thirty (30) days prior to the bid. The schedule for bidding and the bidding schedule will be published and posted in the nurse's station.
 - f. The Institution will provide employees on unpaid and paid leave the shift bid information if they will not be present during the posting period.
 - g. The bid shall take place no later than thirty (30) days prior to the schedule change.

- h. Bids shall become effective on the first Sunday of June and December. Upon the signing of the 2013-2015 agreement, the Institution shall develop a Master Schedule that has a mixture of bid positions that have set days off and those which rotate days off every two (2) months.
- i. To complete the bid process, each nurse will be assigned a five (5) minute block of time to submit the bid. Staff are responsible for submitting their bids in person, telephone or email to the manager conducting the bid and the designated AFSCME Representative. Employees who fail to successfully bid or who are ineligible to bid will be assigned at the discretion of the Medical Services Manager or designee.
- j. Bids must be submitted in writing to the manager or designee in person or by phone at the time of the bid. All phone bids will be validated by a Union represented member and signed by the manager or designee.
- k. The Union will provide a Union representative to attend the bid process.
- l. Should Institution management decide to redeploy staff to a different shift/days off, other than flex staff, they will first seek qualified volunteers to fill the vacancy or long term absence. If there is more than one (1) volunteer, the position shall be offered to the volunteer with the highest seniority. If no employee volunteers, Institution management will move the employee(s) with the lowest seniority to the necessary shift.
- m. Once a bid has occurred, and when a position becomes vacant that the Institution intends to fill, and less than one half (1/2) of the bid cycle is completed, the Institution will open for bid shift/days off to all employees of the vacant position. Employees will notify the Institution within seven (7) calendar days of his/her interest in the shift/days off schedule. The Institution will assign the most senior employee the schedule. The resulting vacancy will be filled by Institution management. The selected employee will start the new schedule on the first following Sunday without any pay penalty.
- n. Non Bid Assignments. The Infection Control/Chronic Disease Registered Nurse shall be a non bid assignment. Interested individuals may apply and interview for the assignment and Medical manager or designee will select an employee for the assignment.
 - 1. Vacation Bidding.
For purposes of vacation bidding, seniority is defined as total length of State Service. Employees will bid through a rotation based on seniority, through four (4) complete cycles of all employees eligible

to bid for vacation. Each represented staff member will be able to bid for one (1) continuous block of time on each bid cycle or until such time that the vacation calendar is full. Staff will be responsible to contact management at the time of the bid.

- a. The Union will provide a Union representative to attend the bid process.
- b. There will be a total of three (3) represented staff members allowed off for vacation purposes per week during the months of June, July, August, the last two (2) weeks of March and the weeks during Thanksgiving and Christmas. This is to accommodate all the staff members' adequate time to ensure usage of their vacation time.
- c. During the months of June, July, August and December each employee will be limited to a maximum of two (2) weeks of vacation per each bid rotation.
- d. Section 1. If bidded vacation time is returned to the vacation pool it can be made available at the manager's discretion on a first come first serve basis. If management exercises this discretion, an email will be sent to employees notifying them of returned vacation time available. Requests will be accepted on a first come first serve basis via the leave request form.

Section 2. Notwithstanding Section 1, if bidded vacation time is returned to the vacation pool by employees because the employee does not have enough accrued vacation hours to take their bidded vacation, the following procedure will be followed:

- i. Within five (5) calendar days from the time the vacation week(s) are returned, an email will be sent to the employees notifying them of the returned vacation time that is available. Employees shall have five (5) calendar days to send a reply stating that they would like to use the returned vacation week(s). At the end of the five (5) calendar day period, the most senior employee replying by email shall be awarded the vacation time.
- e. When an employee requests time off for vacation (outside the normal bidding process), requests must be submitted to

management by the fifteenth (15th) of the month prior to the month of the requested days off. The employee will be notified in writing of acceptance or denial by the 20th of the month prior to the month of the requested days off.

f. Requests for time off outside of the vacation bid process that are submitted after the fifteenth (15th) of the month will be approved or denied within five (5) days of the receipt of the request.

2. For purposes of “job sharing positions” the two (2) employees whom share the one (1) full-time position, shall be able to split the total monthly time within the bid shift among themselves in any format.

3. Overtime

a. Voluntary Unplanned Overtime.

i. Overtime shall be voluntary except during periods of emergency, or unless Management is unable to fill a work assignment by voluntary means.

ii. Overtime shall be first offered to staff working on shift.

iii. Staff will sign up for voluntary overtime by indicating what days and shifts they are willing to work.

iv. If circumstances require a short extension of a shift to complete a task, the Institution may involuntarily require the involved staff member to stay and complete the assignment. Such extensions shall not affect the staff’s placement on the mandatory overtime lists unless the staff member is required to work more than one (1) hour.

v. If staff works voluntary overtime it will count toward fulfilling staff’s mandatory overtime obligation.

b. Voluntary Planned Overtime.

i. Known voluntary overtime opportunities shall be posted by Friday of the preceding week.

ii. If more than one (1) staff member volunteers for voluntary overtime, the first priority will be granted to the first staff member that signs up from the required

- shift (on their days off). Secondary priority shall be granted to the employee who volunteers to work the largest number of hours to cover the anticipated need.
- iii. If staff works voluntary overtime it will count toward fulfilling staff's mandatory overtime obligation.
- c. Mandatory Overtime.
- i. Overtime shall be voluntary except during emergencies, or unless management is unable to fill a work assignment by voluntary means.
 - ii. If there are no volunteers to work overtime, the Institution will assign overtime using the mandatory (bucket) overtime list.
 - iii. The mandatory overtime (bucket) list shall be updated. The list shall be posted in the nurse's chart room and shall be emailed to the employees as changed occur.
 - iv. Staff may not be selected for mandatory overtime on those days which are considered the staff member's Friday. This does not include false Fridays.
 - v. Staff will be placed on the mandatory overtime list by alphabetical order using the staff member last name on each shift.
 - vi. When mandatory overtime must be assigned, the Institution shall assign the work to the next staff member available on the list who has not worked mandatory overtime.
 - vii. Staff will provide current contact numbers to the Medical Services Manager or designee.
4. Unlimited shift and days off trades will be authorized, as long as they are in compliance with [Article 25](#), section 7 of the Collective Bargaining Agreement. Trading assigned duties must have prior management approval. The completion period may be extended at the request of the affected employee with the consent of the Medical Services Managers or designee.

5. Nothing in this specific Article changes the authority or ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with the Agreement.

TRCI:

1. Health Services.

1. All bargaining unit Registered Nurses and Health Services Techs are encouraged to develop a schedule and submit that schedule to management.
2. Management will review all schedules submitted by staff to assure that the needs of the institution are met.
3. All Agency approved schedules are then displayed no less than thirty (30) days before the bid.
4. Each nurse will then vote on the six (6) month staff schedule they prefer.
5. The six (6) month staffing schedule that is preferred by the majority of nurses will be used for bidding the next six (6) month work schedule.
6. The bid is done in order of seniority. For the purposes of this Agreement seniority will be defined as Agency time in classification as a Registered Nurse or Health Service Technicians/Licensed Practical Nurse (RN or HST/LPN). Each RN or HST/LPN will have ten (10) minutes to bid. Staff will be able to place their bid in person, by telephone, or via e-mail, prior to the bid after the schedule is posted. (More than one (1) bid may be placed via e-mail in order of preference, with the understanding that if the schedule bid requests are not available the employee will move to the bottom of the list). Any RN or HST/LPN missing their time slot, will be moved to the bottom of the list and will bid last. A Union Representative and a Manager will be present during the schedule bidding.
7. Rotations will start the first Sunday in January and the first Sunday in July of each year.
8. The following is schedule clarification which is subject to change based on the operation needs:
 - A = 7:00 a.m. to 3:30 p.m. (8 hours)
 - 7 = 7:00 a.m. to 7:30 p.m. (12 hours)
 - P = 3:00 p.m. to 11:30 p.m. (8 hours)
 - n = 12:00 p.m. to 12:30 a.m. (12 hours)
 - N = 7:00 p.m. to 7:30 a.m. (12 hours)

Or

11:00 p.m. to 7:30 a.m. (If an eight (8) hour post)

9. Non Bid Assignments:
 - (a) Infection Control/Chronic Disease and Provider Clinic shall be non bid assignments. Non bid assignments will be reviewed annually.
 - (b) These assignments will be filled by interested and appropriately credentialed interested individuals. Management will interview interested and appropriately credentialed individuals and thereafter select employees for the assignments.
2. TRCI Vacation Bidding – Registered Nurse and Health Services Technicians.
 1. Vacations will be bid on the basis of seniority within the group as a whole including Trial Service and part-time employees. Seniority is to be determined by length of service with any State of Oregon agency. The bid time for vacations shall be from January 1 to December 31 of the upcoming year.
 2. The vacation bidding process shall take place over a two (2)-day period between the end of November and the beginning of December. A representative of the union shall be present each day.
 3. The Agency will post a list of employees, based on state seniority, a minimum of seven (7) days prior to the bidding days. The list will include times of individual bids, in ten (10) minute increments, during which the employee shall place their vacation request.
 4. Vacation requests may be made in person or by telephone with the union representative present. E-mail requests will also be accepted. If the employee fails to make their vacation request, by any of the above means, within their allotted time frame, they will then go to the bottom of the list for that day of bidding.
 5. Vacation bids are based on earned accrued vacation hours only, excluding any other paid time off. Bids may include projected vacation hours to be earned by the time of actual vacation time off.
 6. Only two (2) employees will be granted vacation at the same time. Bid vacation time may not be “traded” with another employee.

7. The employee can only bid one (1) block of time at each bidding; second bids will be bid on the second posted day of bidding, following these same guidelines.

3. TRCI Medical Services Overtime Process

Definitions:

1. Long range planned overtime: a shift of four (4) hours or more of needed coverage that is known more than five (5) days in advance.
2. Short range unplanned overtime: a shift of four (4) hours or more of needed coverage that is known in five (5) days or less.
3. Mandated Overtime: overtime that is needed that day or the following shift and nobody has volunteered to work the hours under the short range unplanned overtime process.
4. False Friday: the new last day of an employees work week when his or her normal last day is traded with another employee.

Exceptions:

1. HST's cannot be assigned without an RN on shift.
2. Any voluntary overtime of less than four (4) hours will not constitute an overtime point and will not follow the overtime process.
3. Staff that are still orienting will not be mandated.

Long-Range Planned Overtime Process:

1. Staff that wishes to be contacted for long range planned overtime will sign up on the overtime calendar for the specific days they are available to work by the 20th of the previous month. (Must sign each day of the month that they are available).
2. Staff will receive one (1) point for each shift of four (4) hours or more that they are scheduled and actually worked.
3. The overtime point sheet runs for six (6) months (January 1 – June 30 and July 1 – December 30).
4. The first overtime assignment, following the implementation of the bidded schedule, of four (4) hours or more, is scheduled by seniority and after that, it is by the person with the least amount of points. If two (2) people have the same amount of points, then it would be scheduled by seniority.

5. When long range overtime is available, management, or their designee, will use the overtime calendar and will make one (1) attempt to contact the people that are signed up for that date. The person with the least amount of points will be given the shift (or the most seniority if there are no points).
6. If someone volunteers for a long range overtime and does not complete their obligation, they will be given an additional two (2) points (total of three (3)), unless this is due to an approved FMLA/OFLA or SAIF qualifying condition.
7. If no one volunteers for the shift, the short term unplanned overtime process will be implemented when it is five (5) days or less away.
8. Employees cannot trade overtime shifts. If employees are unable to fulfill overtime obligations, management must be notified.

Short-Range, Unplanned Overtime Process:

1. If there is a shift of four (4) hours or more that needs to be filled in five (5) days or less, management, or designee, will use the overtime schedule and make one (1) attempt to contact staff who are signed up for that date. Staff accepting and working the overtime assignment will receive one (1) point for each shift of four (4) hours or more.
2. A phone call will be made to the number on the Health Services Recall list if the person is not on site. If the person is on site, management, or designee, will talk to them in person.
3. If a staff member receives a phone message asking them to work an overtime shift, they must call back and verify, prior to coming in, that the shift is still open for overtime.
4. If the overtime shift has not been filled, management, or designee, will ask for volunteers among staff on duty. If no one volunteers, as a last resort, the overtime will be mandated.

Mandated Overtime Process:

1. Employees on duty, including those on trades, will be mandated on a rotation basis.
2. Only employees that are on duty can be mandated and management will make every effort to not mandate an employee on their "Friday" (this does not include "false Fridays").

3. When an employee has volunteered for an overtime shift of four hours or more, and accrued one (1) point, that employee will be moved to the bottom of the mandatory overtime list.

WCCF: Health Services – RNs

Section 1. Definition of Seniority.

Seniority will be determined by continuous time in classification within the Agency.

Section 2. Overtime.

- a. Overtime shall be voluntary except during periods of emergency, or unless Management is unable to fill a work assignment by voluntary means.
- b. **Unplanned Overtime.**
 1. When management determines overtime needs to be worked, management will first ask the employees on shift if he/she is interested in working the overtime assignment. If that employee does not accept the overtime opportunity, management will contact other employees to volunteer to work the overtime.
 2. If there are no volunteers to work overtime, management will assign mandatory overtime.
 3. Mandatory overtime will be assigned on a rotation basis using the seniority list initially by inverse order. Movement to the bottom of the list requires an employee to work a minimum of four (4) hours during an overtime shift. Where the Institution requires an employee to work on a scheduled day off, work will be assigned in a block of time of no less than four (4) hours.
- c. **Planned Overtime.**
 1. Where management anticipates there will be a need to work overtime in the future, management will solicit volunteers by use of a sign-up sheet posted on the bulletin board.
 2. If there are no volunteers, management will assign mandatory overtime pursuant to section 2(b)(3) of this Article.

Section 3. Work Scheduling.

- a. Management shall determine the work schedules that are necessary to cover the required work after obtaining suggestions from staff on preferable work schedules.
- b. Regular status full time staff shall bid on shift and days off every six (6) months bidding the same time as security. Bidding shall be by seniority. Schedules shall be posted thirty (30) calendar days before the actual bid. Each RN shall have ten

(10) minutes to bid. RNs may place their bid by telephone or email. Any RN missing their time slot will be moved to the bottom of the list and will bid last. Staff that do not bid shall be scheduled by management. A Union representative and manager will be present during the bid.

- c. Bidded work schedules cannot be traded.

Section 4. Vacation Bidding.

- a. Annual vacation bidding shall take place two (2) weeks after the shift/days off bid takes place in September of each year.
- b. Management will establish the vacation weeks. Known planned (staff) absences and training weeks will not be available for the annual vacation bid.
- c. Vacation time must be taken in one (1) week increments. During the first (1st), second (2nd) and third (3rd) rounds of bidding, staff can bid up to two (2) weeks of vacation time off. These weeks can be non-consecutive.
- d. Staff can only bid for the amount of accrued vacation time they will have at the vacation period requested.
- e. To complete bidding, each RN will be designated a ten (10) minute block of time in order of seniority. Bids can be submitted in person, telephone or email. A designated Union representative and manager will be present during the bidding.
- f. If bidded vacation time is returned it can be made available at the manager's discretion on a first (1st) come, first (1st) serve basis.
- g. If the RN does not have enough accrued vacation hours, the vacation will be cancelled or reduced to match the RN's accrued hours after discussion with the RN.
- h. Vacation request outside the normal bidding process need to be submitted by the tenth (10th) of the month prior to the requested time off. Approval or denial of the submitted request will be made no later than the twentieth (20th) of the month prior to the requested days. Single vacation day off requests within the month will be reviewed subject to Institution operating needs.
- i. Vacation weeks cannot be traded.

C. Central Distribution: Truck Drivers II

The Parties agree to the following for the Truck Drivers II at Central Distribution Center:

Seniority for shift and days off and/or routes will be determined based on time within the classification of Truck Driver II. In the case of a tie, time within the AFSCME Security Plus Bargaining Unit will be used as the tie breaker.

1. Job Bidding: Bidding will occur every six (6) months effective the first Sunday in July and January. The Truck Driver II's will bid their scheduled days off by seniority starting with the most senior employee. All available shifts and days off are to be posted by Management two (2) weeks prior to bid date.
2. Overtime: Management shall post overtime needs outside of the regular routes which are known in advance. Employees shall indicate their willingness to work it and the overtime will be assigned according to seniority as defined above provided that the anticipated assignment of the run will not exceed the maximum drive hours. Unforeseen and/or emergent needs for overtime can be assigned based upon the availability of the most senior Truck Drivers II who volunteers.

For purposes of overtime assignments, the term 'availability' in subsection 2 at paragraph 1 above, shall be defined as: 1) the Truck Driver II has seniority to be selected for the overtime; 2) the Truck Driver II is available for his/her next shift; 3) the Truck Driver II has not exceeded his/her maximum drive hours. Overtime assignments do not replace Truck Driver II's regular bidded shift.

D. CCCF: Food Services

1. Coffee Creek Correctional Facility Food Services will bid for shift and days off based on DOC time in classification Seniority for all positions within Culinary including the Bakery and Warehouse positions. The Bakery and Warehouse positions will be bid every two (2) years in alternating years. Effective July 01, 2011, employees who transfer, promote or demote into CCCF Food Service Coordinator positions the definition of seniority for job bidding shall be AFSCME Security Plus Time In Classification. Employees within CCCF Food Services before that date shall maintain the seniority dates and definition as of June 30, 2011.

The bid process for all other assignments will take place every six (6) months with bids taking place in the months of June and December. Staff will be notified of the results of their bid in the months of July and January with the new bid schedules beginning in August and February. If two (2) or more employees have the same DOC seniority date, the order of seniority will be set by a one-time – double blind lottery process. The only way the above process would change is a written agreement between the Union and management.

2. Overtime: Overtime shall be voluntary except during periods of emergency or when Management is unable to fill a work assignment through voluntary means.

a. Voluntary Overtime.

Before the monthly calendar schedule is posted, overtime will be offered on a first come first serve basis. Once the monthly schedule is posted, voluntary overtime will be assigned using the voluntary sign up list. A monthly calendar will be posted for staff to sign up for voluntary overtime. The calendar will list each shift and assignment for the entire month. Each list will have a column for employees name and scheduled shift/days off. The seniority date shall be attached to the list. If there are two (2) or more employees asking for overtime on the same day, the most senior employee will be asked first when an overtime opportunity becomes available for that date. If no employee has signed up, or those on the date turn down the time, other staff will be asked to fill in on a voluntary basis from the overtime list based on most senior employee to least senior.

If a staff signs up for overtime then chooses to turn down the time on two (2) different occasions, their name will be removed from the calendar and not allowed to sign up again for thirty (30) days from the date of the second decline.

b. Mandatory Overtime.

If there are no volunteers for overtime or in an emergency, staff can be assigned from the mandatory (bucket) overtime list to fill the shift. Before assigning mandatory overtime, a good faith effort must be made and documented by management, to fill overtime assignment through voluntary means.

A mandatory overtime list shall be established based on inverse seniority. When mandatory overtime is required to be worked for the next shift, it will be assigned to employees on duty in inverse order of seniority. Once an employee works a mandatory overtime assignment, the employee's name will be moved to the bottom of the list. An employee will only be subject to one (1) mandatory overtime per employee work week unless all other staff on duty have been assigned mandatory overtime. Employees shall not normally be required to work mandatory overtime at the conclusion of their scheduled 'Friday'.

If circumstances require a short extension of the shift to complete an assignment, management may assign the affected employee to stay and complete the assignment. Any assignment that extends beyond an employee's regular shift will cause his/her name to be rotated to the bottom of the list provided the employee works two (2) hours or more.

Mandatory overtime assignments can be split. It will be the employee's responsibility to find another employee to split the shift with and the bucketed employee is responsible for coverage of the complete shift. The bucketed employee shall notify his/her supervisor of the split overtime shift and the other employee's name and the hours to be worked by both employees. A split shift can be split with no more than two (2) employees. If both employees work more than two (2) hours, he/she will be rotated to the bottom of the mandatory overtime list. In this case, the split overtime employee will be rotated first (1st) followed by the bucketed employee who will be rotated to the bottom of the mandatory overtime list.

E. CCCF: Physical Plant

Overtime Assignment

- a. If circumstances require an extension of an employee's shift for up to four (4) hours to complete a task already assigned, management may require the employee to complete the assignment.
- b. Management will determine when overtime is necessary. Management will contact staff on shift for overtime which will be offered within the trade of the duties that are assigned in order of seniority. If no employee of that trade volunteers for the overtime opportunity management shall use their professional discretion in offering the overtime to other qualified staff that can perform the duties in order of seniority.
- c. If management determines that overtime work is necessary during after hours, management will contact staff who have expressed an interest in overtime first (1st) within the trade of the duties that are assigned in order of seniority. If there are no volunteers, management shall use professional discretion in offering overtime to other qualified employees that can perform the duties in order of seniority.
- d. Employees may provide management with up to and no more than two (2) accurate contact phone numbers, in writing. Employee will update their numbers to management as needed. Each phone number listed for the employee will be attempted before continuing down the list. A message may be left, but management will continue calling employees who are qualified to perform the work for the overtime until someone accepts the assignment.
- e. For purposes of this Section, seniority shall be defined as time in class within the Agency.

F. CRCI: Physical Plant

1. Assignment of On-Call Coverage

- a. Effective on November 10, 2014 a list of all Physical Plant staff and their state seniority dates will be provided to the Physical Plant Manager by the AFSCME Security Plus Union President for CRCI.
- b. Management will designate on-call coverage on a rotation basis to all employees based on the Union seniority list (State seniority). Employees may provide the Manager with no more than two (2) accurate contact phone numbers, in writing. Each phone number listed for the employee will be attempted before continuing down the list.
- c. A message may be left, but the Manger will continue calling employees for the on-call coverage until someone has accepted the assignment.
- d. Once an employee has accepted and filled the assignment or if the employee declines, their name will go to the bottom of the list.
- e. New CRCI FMS employees will be added to the bottom of the list.
- f. If there are no volunteers for an on-call assignment, the Institution will assign the employee who is at the top of the on-call list to work the on-call assignment. If an employee is mandated to work on-call, they will move to the bottom of the on-call list.

2. Overtime

- a. Effective on November 10, 2014 a list of all Physical Plant staff and their State seniority dates will be provided to the Physical Plant Manager by the AFSCME Security Plus Union President for CRCI.
- b. Management will designate overtime on a rotation basis to all employee based on the Union seniority list (State seniority). Employees may provide the Manager with no more than two (2) accurate contact phone numbers, in writing. Each phone number listed for the employee will be attempted before continuing down the list. A message may be left, but the Manager will continue calling employees for the overtime until someone has accepted the assignment.
- c. Once an employee has accepted and fill the assignment or if the employee declines, their name will go to the bottom of the list.
- d. New CRCI FMS employee will be added to the bottom of the list.

- e. If there are no volunteers for an overtime assignment, the Institution will assign the employee who is at the top of the overtime list to work the overtime. If an employee is mandated to work overtime, they will move to the bottom of the overtime list.
- f. If circumstances require a short extension of a shift, up to one (1) hour, to complete a task, the Institution may require the employee to complete the assignment...Such extension shall not affect the staff's placement on the overtime list. Work beyond one (1) hour will activate the list.

G. Community Corrections Division: Flexible Schedules

1. This Subsection shall replace [Article 25](#), Section 1, and [Article 15](#), Section 2, regarding the definition of a flexible work schedule and the definition of overtime.
2. The definition of the flexible work schedule is a work schedule which varies the number of hours worked on a daily basis, but which does not exceed forty (40) hours in a workweek and is agreed upon in advance by the employee and the supervisor.
3. Overtime shall be defined as employees working a flexible work schedule is time in excess of forty (40) hours per workweek.
4. This Subsection shall only apply if the employee requests a flexible work schedule in writing and the Agency approves the flexible work schedule request.
5. If an employee does not request a flexible work schedule or the Agency does not approve the request, then [Article 25](#), Section 1, and [Article 15](#), Section 2, as presently written in the Master Agreement shall continue to apply to that particular employee.
6. Nothing in this Subsection changes the authority or ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with applicable provisions of the Agreement.
7. When a holiday occurs for which the employee would normally be scheduled off, the employee's work schedule will revert back to a five (5) day eight (8) work schedule during the calendar week in which the holiday occurs.
8. This Subsection does not establish any additional obligation on the Employer, Agency or the Union to negotiate different workweek or overtime work definitions for other bargaining unit employees.

H. DRCI:

1. Food Services

The standard workday shall be a period of 24 hours containing 8 consecutive hours of work interrupted by rest periods.

Employee assigned as staff relief will be compensated per [Article 25](#), Section 6.

Food service Coordinators who have completed trial service may bid shifts in order of seniority. For the purpose of this document seniority shall be defined as agency time in class as a Food Service Coordinator. If two (2) or more employees have the same time in class, seniority shall then be determined by a one (1) time number draw.

Management will coordinate work assignments and day off and shall make the information available to the employees prior to the bid. The bid shall take place six (6) weeks prior to the actual changing of shift rotations. Schedule change will be posted four (4) weeks prior to starting.

Shift rotations will occur the first Sunday in the month of February and August.

Food Service Coordinator assignments in the special functions, warehouse, and bakery will not be included in the shift rotations. These positions are assigned by management through a selection process giving deference to specific work experience. These positions are listed on a two (2) year rotation when new consideration shall be given by the manager. Written criteria will be available at the time of rotations to cover the requirements for each position. The potential vacancies shall occur within a six (6) month period establishing separate start times. The vacancies shall be posted and all interested employees shall submit in writing to the manager a request for consideration to fill the post.

Time off requests will be granted by management on a first request basis. If two (2) or more employees request the same period of time and the matter cannot be resolved the matter will be settled through [Article 32](#), Section 10(d).

Provisions can be made for extraordinary or extenuating circumstances that require specific days off. Variances from the days off rotation will be allowed after review and mutual agreement by both management and staff members.

2. Physical Plant

When management determines that there is a need for overtime work, overtime hours will be offered to FMS employees on a rotating basis based on seniority which is defined as Agency time in classification. Management will offer overtime work to the most senior employee on the list first. If this employee turns down the

overtime opportunity, management will put that employees name at the bottom of the list and the person who is next on the list will be called.

Ties in seniority will be determined by a double blind lottery system as described in [Article 44](#), Section 3d.

I. EOCI:

1. Physical Plant

The workday will include two (2) fifteen (15)-minute rest periods. Rest periods preferably will occur between the second and third hours and the fifth and sixth hours of the employee's shift.

The meal period shall be scheduled for each employee at approximately the mid period of the workday as work permits.

Powerhouse-Boiler Operators Only.

a. **Shift Rotation and Work Hours:** The Powerhouse staff will rotate shifts every six (6) months, becoming effective on the first (1st) Sunday of February and August. Employees occupying a position as Boiler Operator shall be required to work an eight (8) hours shift without an unpaid meal period.

b. **Overtime:** Overtime shall be voluntary except during periods of emergency or where management is not able to fill a work assignment by voluntary means. Management will offer overtime work to the employee who is at the top of the overtime list. If that employee turns down the overtime opportunity, management will place that employee's name at the bottom of the list and the employee who is next on the list will be contacted. Once an employee works an overtime assignment, his/her name will be placed at the bottom of the list. If no employee volunteers to work the overtime assignment, the Institution will require the employee on shift in the boiler house to work the mandatory overtime assignment.

c. **Time Trades:** Employees may trade a day or their full shift rotation provided all conditions are met under [Article 25](#) Section 6 of the Agreement and there is no shift/days off bidding.

Employees assigned as staff relief will be compensated per [Article 16](#) Section 11 Staff Relief.

2. Food Services

a. **Definition of Workday:** The standard workday shall be a period of twenty-four (24) hours containing eight (8) consecutive hours of work interrupted by rest periods. (Employees shall not receive a paid meal period.)

- b. Staff Relief Differential: Food Service Coordinators assigned as staff relief will be compensated per [Article 16](#), Section 11.
- c. Rest Breaks: The workday will include two (2) fifteen (15) minute rest periods. Rest periods preferably will occur between the second and third hours and the fifth and sixth hours of the employee's shift.
- d. Filling Vacancies: Before initiating the normal Agency recruitment processes and except for Bakery, Warehouse and Vacation Relief positions, when there is a permanent position vacancy that the Institution chooses to fill, the Institution will solicit for employee interest. The Institution will identify the shift and days off and assigned duties. Employees must submit an email or memorandum to the Institution expressing interest. The Institution will select an employee for the position. If, as a result of an employee being selected for a position, another position becomes vacant, the Institution will follow the above steps.
- e. Overtime: If the Institution determines unscheduled overtime work is needed to be worked, the Institution will offer the overtime opportunity to the employee(s) currently working on shift. If there are no volunteers from those employees, the Institution will then call employees and offer the overtime opportunity. The employee who volunteers first (1st) will be assigned the overtime.

Where there is scheduled overtime that needs to be worked, the Institution will send an email asking for employees to volunteer for the overtime work. The first (1st) employee who volunteers to work overtime will be assigned.

If there are no volunteers to work the overtime, the Institution will assign an employee on shift to work the mandatory overtime in an equitable manner.

- f. Vacation Leave Requests: If an employee desires to take vacation leave the employee must submit a written request to the Institution. The Institution shall review the request and approve or deny the request based on operating needs. If two (2) or more employees request the same time period and the matter can not be resolved the matter will be resolved through [Article 32](#), Section 10(d) of the Agreement.
3. Voluntary Overtime Process/Correctional Rehabilitation/Weekend and Holiday Front Desk Coverage.
Whenever there is a scheduled or unscheduled overtime opportunity available, the following processes shall be followed:

- a. Scheduled Overtime Assignments.
1. If overtime work is necessary, the Correctional Rehabilitation Manager or his/her designee will send an email to Correctional Rehabilitation Office Specialists seeking volunteers to work voluntary overtime. The email will ask that those interested respond in a specified period of time.
 2. Should more than one (1) Correctional Rehabilitation Office Specialist respond expressing an interest to work the overtime, the overtime shall be assigned to the most senior staff. Seniority shall be defined as time in classification inside the Union's bargaining unit.
 3. If there are no volunteers to work the overtime from Office Specialists in Correctional Rehabilitation, then the Correctional Rehabilitation Manager or designee shall send out another email to all other Security Plus Office Specialists in the Institution seeking volunteers to work the overtime. Should more than one (1) Office Specialist volunteer to work the overtime, the overtime shall be assigned to the most senior Office Specialist. Seniority is defined as time in classification inside the Union's bargaining unit. Office Specialists employed outside of Correctional Rehabilitation must obtain training before working overtime at the front desk.
- b. Unscheduled Overtime Assignments.
1. A voluntary overtime phone list shall be established by seniority. Office Specialist from Correctional rehabilitation shall be placed first (1st) on the list with his/her contact numbers as provided by him/her. Seniority shall be defined as time in classification within the Union's bargaining unit.
 2. Office Specialists outside of Correctional Rehabilitation desiring to be placed on this list shall be placed on the list below Correctional Rehabilitation Office Specialists.
 3. When there is an unscheduled overtime opportunity available, the OIC shall use the list to find a volunteer starting from the top of the list and continuing down the list until a volunteer is identified. A message on voice mail shall be deemed as notification.

J. OISC: Transitional Services Division.

1. The Parties agree to a flexible work schedule for employees at the discretion of the management. A flexible work schedule is defined as a schedule which may vary the number of hours worked on a daily basis and the sequencing of these

hours, but does not exceed forty (40) hours in a workweek as defined in [Article 25](#) Section 1 of the Agreement.

2. Overtime shall be defined as time worked in excess of forty (40) hours in a workweek. The Parties also expressly agree that this specific provision shall supersede the overtime pay provisions contained in [Article 15](#), Section 2 Sentence 1 of the Agreement.
3. A flexible work schedule applies only if the Agency approves the employee's flexible work schedule request. Requests must be in writing to the employee's immediate supervisory on the Agency's request form and must be approved in advance by the employee's immediate supervisor.
4. When a holiday occurs for which the employee would normally be scheduled off, the employee's work schedule will either revert to a five (5) day eight (8) hour work schedule during the workweek in which the holiday occurs, or, with management approval, the employee may utilize accrued vacation leave or adjust their work schedule in order to assure that the regularly scheduled work hours for the workweek in which the holiday occurs total no more than thirty-two (32) hours within a forty (40) hour workweek.
5. Nothing in this agreement changes the authority or the ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with applicable provisions of the Agreement.
6. This agreement does not establish any additional obligation on the Employer, Agency or Union to negotiate different workweek or overtime work definitions for other bargaining unit employees.

K. OSCI: Food Service Coordinators

The Parties agree to the following for the Food Service Coordinators at Oregon State Correctional Institution (OSCI):

For the purpose of this section, seniority will be determined by length of time in class within the Agency.

Bidding will occur every six (6) months effective on the first Sunday in July and December. The Food Service Coordinators will bid their scheduled days off by seniority starting with the most senior employee in descending order.

Available shift and days off will be posted two (2) weeks prior to bid date.

All positions will be included in the bid process and employees shall bid for shift and days off.

L. OSPM Food Service*

The Food service staff at OSPM will have the opportunity to bid for four shifts as follows:
A.M. Shift: (3:30 A.M. to 1:30 P.M.) with Sunday, Monday and Tuesday off. Except when Food Services staff are on vacation, training, or has other scheduled time off, then five 8 hour days, with Sunday and Monday off.

P.M. Shift: (8:30 A.M. to 6:30 P.M.) with Thursday, Friday and Saturday off. Except when someone is on vacation, training, or has other scheduled time off, then five 8 hour days, with Friday and Saturday off.

Relief Shift: Regular schedule is Sunday, Monday and Tuesday 3:30 A.M. to 1:30 P.M., Wednesday, Thursday and Friday off and Saturday 7:00 A.M. to 5:00 P.M. (varied as needed) 10 hour days except when someone is on vacation, training, or has other scheduled time off.

Relief Shift: (varied shifts) When no one is on vacation Sunday 5:00 A.M. to 3:00 P.M., Monday, Tuesday and Wednesday off, Thursday, Friday and Saturday 8:30 A.M. to 6:30 P.M. When relieving for vacation, training, or other scheduled leave – eight (8) or ten (10) hour days with varied start times and varied days off (Wednesday and Thursday off when working five (5) eight (8) hour days). This shift receives 5% differential.

The actual bidding will take place on September 1st (each year) from 1:00 P.M. to 3:00 P.M. with each person getting thirty (30) minutes to bid starting with the most senior person. Each person is allowed to place three (3) bids for shift and days off. Shifts will be awarded based on Institution Seniority. The effective start date of the awarded shift will be the first Sunday of October (each year). It is intended that this schedule will not cause the ODOC extra dollars and will be budget neutral.

The ODOC reserves the right to change this schedule at any time with seven days notice to staff.

*NOTE: Language is not operational while OSPM is deactivated.

M. PRCF: Food Service Coordinators

If seniority is used for purposes of shift/day off bidding, overtime assignment or time trade, the definition of seniority shall be defined as the total length of time in the Food Service Coordinator classification at PRCF.

Flexible Schedules

1. The Parties agree to a flexible work schedule for employees, at the discretion of management. Overtime, for purposes of this Agreement, will only be paid for work in excess of forty (40) hours per week. The definition of overtime pursuant to this

Agreement is as follows: “Overtime for employees working a flexible work schedule is time in excess of forty (40) hours per workweek.”

2. A flexible work schedule is defined as follows: “A flexible work schedule is a schedule which may vary the number of hours worked on a daily basis and the sequencing of these hours, but does not exceed forty (40) hours in a workweek as defined in [Article 25](#), Section I and which is agreed upon in advance by the employee and the supervisor.”
3. A flexible work schedule applies only if the Agency approves the flexible work schedule request. Requests must be in writing to the employee’s immediate supervisor.
4. When a holiday occurs for which the employee would normally be scheduled off, the employee’s work schedule will either revert to a five (5) day – eight (8) hour work schedule during the workweek in which the holiday occurs or, with management approval, the employee may utilize accrued vacation leave or adjust their work schedule in order to assure that the regularly scheduled hours for the workweek in which the holiday occurs total no more than thirty-two (32) hours (forty (40) hours including the holiday).
5. Nothing in this Agreement changes the authority or ability of the Agency to change an employee’s work schedule to meet Agency operating needs in accordance with applicable provisions of the Collective Bargaining Agreement.
6. This Agreement does not establish any additional obligation on the Employer, Agency or the Union to negotiate different workweek or overtime work definitions for other bargaining unit employees.

N. SRCI

1. Central Plant Boiler Operation

Facility Energy Technician 2 with the working title of Boiler Operator shall bid shifts that include days off. This will be done by order of Agency seniority every six (6) months, beginning at the start of the first (1st) workweek as defined in [Article 25](#) (1), in the months of January and July of each year.

Approximately thirty (30) days before the schedule change, the Central Plant Bid Sheet will be posted in the Central Plant Office. Starting with the most senior employee, each employee in turn by order of seniority will place their bid by signing the bid sheet indicating their bid choice. When it is their turn to bid, each employee will have two (2) working days (excluding their days off and scheduled leave time) to place a bid by signing the bid sheet. In prearranged circumstances, submission of a bid by telephone or email to Physical Plant Management will be accepted.

Employees who fail to bid within the established timelines will be moved to the bottom of the list and bid last for that bid cycle.

Employees may request a temporary reassignment from the shift bid to another shift once per bid cycle. These temporary reassignments will be for a period of no more than thirty (30) consecutive days, except for medical emergencies and training purposes. They will require the mutual agreement of the affected employees and the approval of the immediate supervisor.

2. Food Services Shift Bid

Food Service Coordinators who have completed trial service may bid shifts in order of seniority. For the purposes of this Letter of Agreement, seniority is defined as agency time in class as a Food Service Coordinator. If two (2) or more employees have the same time in class, seniority shall then be determined by alphabetical order of the last name.

Management will assign work assignments and days off.

Shift Rotations will occur the first Sunday of January, May and September.

Each rotation will have ten (10) work assignments with at least one (1) weekend day off, such as Friday/Saturday, Saturday/Sunday, or Sunday/Monday. If the Food Service Coordinator positions are not fully staffed (less than twenty-three (23) Food Service Coordinators), there is a possibility that there may not be ten (10) weekend day off work assignments available.

Upon completion of trial service, Food Service Coordinators will be eligible for the weekend days off rotation effective at the beginning of the next scheduled shift rotation.

Work hours defined:

The standard workday shall be a period of twenty-four (24) hours containing eight (8) consecutive hours of work interrupted by rest periods. Employees will be expected to remain on duty during their meal period with the exception of an employee's rest periods as provided in [Article 25](#)(2)(b). [Article 25](#) (3) applies to all employees expected to remain on duty during meal times.

Four (4) work assignments (two (2) in Dry Storage and two (2) in Bakery) are exempt from the four (4) month rotations and are assigned by management.

Provision can be made for extraordinary or extenuating circumstances that require specific days off. Variance from the days off rotation will be allowed after review and mutual agreement by both management and a majority of staff members.

Fire Crew Assignments

Section 1. Each year the Institution will notify employees of the opportunity to volunteer for fire crew in advance and in writing. The method of selecting employees shall be determined by the Institution. The Institution will select from a list of qualified volunteers. Distribution of fire crew related assignments shall be consistent with Section E of this Agreement.

Section 2. Fire crew duties are voluntary assignments and by volunteering the employees agree to deviate from normal work schedules without any shift changes penalty to the Institution. These assignments may include long hours in outdoor settings far from the employee's designated Institution. Staff requirements will vary depending upon the needs of the outside agencies that contract with the Agency for fire related services.

Section 3. A fire crew assignment is defined as the time period from activation until the employee returns to their Functional Unit and completes assigned deactivation duties.

- A. Fire Crew Work Assignment. Employees shall normally have a work schedule of sixteen (16) hours and eight (8) hours off each day except on the days of deployment and demobilization.
- B. Length of Assignment. Standard assignment is up to fourteen (14) days or less exclusive of travel to and from the Institution. Travel time to and from the incident shall be considered time worked. The length of the assignment is unknown at the time of the placement of the resource order and days and hours worked are not guaranteed.
- C. Extension of Assignments. Upon completion of the standard fourteen (14) day assignment, an employee may request an extension of up to seven (7) days upon the approval of the Superintendent or his/her designee. Assignment may be extended up to an additional seven (7) days beyond the twenty-one (21) day period at the request of the employee, and approval of the Superintendent or his/her designee.

However, if the employee is to remain on the fire assignment, the employee must immediately be scheduled two (2) days off using accrued leave (except sick leave), or at the employee's option, unpaid leave, prior to the twenty-second (22nd) day of the work assignment. Days off will be away from the fire camp with transportation provided back to the Institution by the

Agency. The decision where to take the mandatory days off will be made between the employee and the Superintendent or his/her designee with the intention that the employee's first (1st) option will be returning home.

In unusual circumstances where events and/or situations require the employee to remain geographically proximal to the fire assignment, lodging and per diem will be provided by the Agency.

D. Days Off.

(a) Employees returning from fire assignments that have worked less than seven (7) days total, but have worked more than twelve (12) consecutive hours on the day of their return will have a minimum eight (8) hours of rest between their fire assignment and the beginning of their next regularly scheduled shift at the Institution.

Administrative leave will be provided to the employee for any portion of the eight (8) that falls during the employee's regularly scheduled shift. Administrative leave is not applicable for those employees not scheduled to work within the twenty-four (24) hour period upon their return.

(b) Employees returning from fire assignment that worked consecutively for seven (7) to thirteen (13) days will receive a twenty-four (24) hour rest period upon return to their Functional Unit and completion of deactivation duties. Administrative leave will cover any portion of an employee's remaining shift during this twenty-four (24) hour rest period that would result in the completion of their regularly scheduled work shift at the Institution. Administrative leave is not applicable for those employees not scheduled to work within the twenty-four (24) hour period upon their return.

E. Deployment Rotation.

1. Deployment rotation will be initially determined by a seniority list for fire season 2015. Seniority for the purpose of this list will be defined as time in class as a Food Service Coordinator. This list will rotate according to the guidelines below. When and if a new person is added to the list, they will be inserted into the list according to their seniority. The list will be carried over from year to year.
2. In the event of staff refusal to deploy, he/she will move to the bottom of the rotation.

3. The Institution will call the employee's contact number when they are on scheduled vacation leave. If the employee does not answer the call or refuses to be deployed they will be moved to the bottom of the list.
4. Staff calling in sick for any reason will be ineligible to deploy until the end of their regularly scheduled shift. If the employee is contacted and offered to deploy after their regularly scheduled shift but prior to midnight and refuse due to illness, staff will maintain their position on the list.
5. Total duration of any deployment will not affect or change the rotation.
6. If there is a mistake in the deployment rotation, the sole and exclusive remedy shall be, at the employee's choice, to either: 1) place the employee who was not initially deployed to be placed at the top of the deployment rotation list regardless of the length of the deployment, or, 2) the employee not initially dispatched will be dispatched to the fire assignment to replace the employee who was initially dispatched. The employee shall notify the Institution in writing which option they will exercise. Any dispute caused by a mistake in the deployment rotation shall not be subject to the grievance procedure.

3. IMU Counselors.

Institution management will consider volunteers before making any IMU Counselor assignments. The Institution will ask for letters of interest from regular status employees. The Institution will assign a regular status employee to IMU.

The duration of IMU assignments will be for not more than twenty-four (24) months. After twenty-four (24) months, the employee will be reassigned out of IMU and will not be assigned again to IMU for a minimum of twelve (12) months.

4. P.E.S.T. Work Schedule

SRCI P.E.S.T. will work a four/ten (4/10) schedule with a thirty (30) minute lunch. To facilitate staff and management scheduling needs, these working hours may be adjusted by Agreement between the affected staff and management with approval by a Union representative.

5. Physical Plant Work Schedule

Represented trades and classes within the SRCI Physical Plan (with the exception of SRCI P.E.S.T and Boiler Operators) will work a five (5) day/eight (8) hour

schedule. Normal working hours will be 6:45 a.m. until 3:15 p.m. Monday – Friday. To facilitate staff and management schedule needs these working hours may be adjusted by agreement between the affected staff and management with approval by a union representative.

Lunch Breaks

Employees will be afforded a thirty (30) minute unpaid lunch break. Nothing in this agreement changes the authority of management as outlined in [Article 10 – Management Rights](#) – of the current collective bargaining agreement.

6. Recreation Specialist

Work Schedule Bidding Process:

Recreation Specialists who have completed trial service shall bid shifts, which include days off in order of seniority. Employees who fail to successfully bid, or do not bid, will be assigned the remaining shifts at the discretion of the institution management.

For the purposes of this Letter of Agreement, seniority is defined as agency time in class as a Recreation Specialist. If two (2) or more employees have the same time in class, seniority shall then be determined by draw.

Bidding will occur every six (6) months, effective the first Sunday of October and April.

Bids will address only shift and days off combinations.

The Labor-Management process shall determine the mechanics of the bidding procedure. All bids may be in writing, signed by the bidding employee, or by E-mail (from the employee's DOC E-mail address), numbered by preference when placing more than one (1) bid. Bids must be submitted to the Section Manager. Employees may submit up to three (3) bids. The available shifts and days off combinations will be posted no later than two (2) weeks before the bid date. The new schedule will be posted no less than seven (7) calendar days prior to the effective date.

Employees may be removed from a bid for valid cause. Temporary reassignment from the bid to another shift and/or days off may occur for medical emergencies or for training purposes, upon mutual agreement between the employee and the Section Manager.

The institution's management shall make the specific daily work assignments.

O. TRCI Food Services

1. Shift/Days Off Rotation

- a. Food Service Coordinators having completed trial service may bid and then rotate to work either AM or PM shift in order of seniority. For purposes of this Section, seniority shall be defined as Agency time in class as a Food Service Coordinator. If two (2) or more employees have the same time in class, seniority shall then be determined by lottery draw. The mechanics of how the lottery draw takes place shall be mutually agreed upon between the Institution and the Union.
- b. Employees shall initially bid into either the AM or PM shift as listed below. The employee shall work in the specific shift/days off for six (6) months. Thereafter, the employee shall rotate to the next shift/days off below. Once the employee reaches the bottom of the shift/days off options, they will rotate to the top of the shift/days off options. Shift rotations will take place on the first (1st) Sunday in January and July of each calendar year.
- c. If an employee wishes to move from an AM shift to a PM shift or vice versa, they will indicate their interest so long as there is a vacancy for that shift/days off option. Thereafter, they will rotate other shift/days off as provided for in Subsection (b) above.
- d. Each rotation will have an AM and PM shift. Each shift will have seven (7) shift/days off options as outlined below:

Shift Hours	Days Off
AM Shift	
3 AM – 11:30 AM	Wednesday/Thursday
3 AM – 11:30 AM	Thursday/Friday
3 AM – 11:30 AM	Friday/Saturday
3 AM – 11:30 AM	Saturday/Sunday
3 AM – 11:30 AM	Sunday/Monday
3 AM – 11:30 AM	Monday/Tuesday
Flex-Base 3 AM – 11:30 AM	Tuesday/Wednesday
PM SHIFT	
11 AM – 7:30 PM	Wednesday/Thursday
11 AM – 7:30 PM	Thursday/Friday
11 AM – 7:30 PM	Friday/Saturday
11 AM – 7:30 PM	Saturday/Sunday
11 AM – 7:30 PM	Sunday/Monday
11 AM – 7:30 PM	Monday/Tuesday
Flex-Base 11 AM – 7:30 PM	Tuesday/Wednesday

- e. Two (2) work assignments (Dry Storage and Bakery) will be two (2) year assignments. These two (2) assignments are exempt from the six (6) month rotations and are assigned by management. At the completion of the two (2) years, and thirty (30) days before the next bid/rotation, management will seek volunteers for these assignments by sending an email to all employees. This email will inform employees who are interested in these assignments to submit memos of interest. Management will select the two (2) employees to fill the assignments at least seven (7) days before the bid/rotation. The employees selected will not be able to bid in the next rotation.

2. Shift and Time Trades

a. Time Trades

- i. Employees may agree to time trades with other employees who are qualified to perform the duties in the course of the trade. Such agreement shall be in writing and signed by both employees. The Institution shall provide the forms necessary to implement this Subsection. Employees shall submit trade requests seven (7) days in advance of the trade date.
- ii. If a trade is denied, a brief explanation shall be provided on the form which will then be returned to the employees.
- iii. All time trades shall be completed within a thirty (30) day time period.
- iv. Time trades shall not cause financial liability for the Institution. Both employees are responsible to ensure the time trade takes place as approved.
- v. The employee who sought the time trade shall be responsible for time not traded.

b. Shift Trades

- i. Employees may trade shifts in January or July upon mutual agreement of the employees. Employees will use Institution forms to make such a request. Shift trades shall be submitted to the Institution seven (7) days in advance of the shift rotation. The Institution shall review the request and determine if the request conforms to this section and staffing needs. If the Institution cannot approve the request, the Institution will notify the employees in writing.

- ii. At the end of the six (6) month period, the employees rotate as if no trade took place.

3. Fire Crew Assignments

- a. Fire crew assignments are voluntary assignments and by volunteering, employees agree to deviate from their normal work schedule without any shift change penalty payments financial liability.
- b. Annually, before fire season begins, the Institution shall send an email to all Food Service Coordinators asking if there is any interest from employees wishing to serve on the fire crew. Employees will have ten (10) calendar days to respond starting from the date of the email.
- c. The Institution will review all employees memos of interest and select employee(s) for the assignment. The list of names shall be in order of the date and time the employees responded to the email.
- d. Upon request and where feasible, the Institution shall arrange for employees to be trained for fire crew.
- e. When the Institution participates in fire season, the Institution will select employee(s) for the fire assignment.

4. Overtime

- a. Scheduled Volunteer Overtime: The Manager/Assistant Manager will contact volunteers on the volunteer overtime list in order to fill the scheduled overtime.
- b. Unscheduled Volunteer Overtime:
 - i. The Manager/Assistant Manager will make contact with all employees on the voluntary overtime list. Calling in order of the list, the shift will be filled by the first (1st) accepting staff member.
 - ii. Employees declining to work overtime when called from the voluntary overtime list will be moved to the bottom of the list. Employees accepting an overtime shift will be rotated to the bottom of both the voluntary and mandatory overtime list.
 - iii. The voluntary overtime list will be updated and maintained by the Manager/Assistant Manager and will be accessible to be viewed by all employees.

- c. Mandatory Overtime (Bucket List):
- i. A mandatory overtime list of all Food Service Coordinators shall be maintained in the Food Service Office and will be accessible to be viewed by all employees.
 - ii. If the Manager/Assistant Manager is unable to find an employee to work a voluntary overtime, the first (1st) employee on the mandatory overtime list who is on duty will be required to work the overtime.
 - iii. An employee who is not on duty will remain at the top of the list and the next person who is on shift will be required to work the overtime shift.
 - iv. Once an employee has worked a mandatory overtime shift, his/her name will be rotated to the bottom of the list.

P. WCCF:

1. Food Services Coordinators

Bidding Process: Before the next bid, the Institution shall develop the schedule of shifts/days off. Employees will bid shift/days off every six (6) months effective the first Sunday in July and January. Available shifts/days off will be posted two (2) weeks before the bid date.

Employees will bid their shift/days off by seniority starting with the most senior employee in descending order. Seniority will be determined by the length of time in class within the Agency. If employees have the same seniority date, seniority will be established by lottery draw (i.e. draw a number from a bag with the local President present).

The flex assignment will be part of the bid process. Staff assigned to the flex assignment may be assigned to various shifts/days off. When not assigned to relieve staff, the employee assigned as Flex will be assigned to shifts/days off as determined by the Institution.

Overtime:

a. Voluntary Overtime.

1. Planned Overtime:

- (a) When management determines there is a need for overtime that management knows must be worked the following day and/or beyond, management will use the voluntary overtime list and offer the overtime opportunity to Food Service Coordinators on a rotating basis based on seniority which shall be defined as Agency time in classification.

Management will offer the overtime work to the most senior Food Service Coordinator on the list first (1st).

- (b) Management will move through the list until a Food Service coordinator volunteers for the overtime work available.
- (c) The employee will move to the bottom of the list if they: 1) work the overtime offered; 2) the Food Service Coordinator is offered the overtime opportunity but turns it down; or, 3) management calls the Food Service Coordinator at home but the Food Service Coordinator does not respond. The Agency will only be required to call the Food Service Coordinator one (1) time before moving to the next Food Service Coordinator on the list.
- (d) Food Service Coordinators will provide the Agency a current telephone number and keep it updated as needed.

2) Unplanned Overtime.

- (a) When management determines there is a need for overtime to be worked on the actual workday, management will offer the overtime opportunity to the employees working on shift on [a rotating basis based] on seniority which is defined as Agency time in classification.
- (b) Management will offer the overtime work to the most senior Food Service Coordinator on shift first (1st). If this Food Service Coordinator turns down the overtime opportunity, then management will ask the next senior employee on shift.

b. Mandatory Overtime:

If management can not find a volunteer to work the overtime available, then management will assign the least senior Food Service Coordinator to work the overtime.

c. Extended Shift Assignment:

If circumstances require a short extension of the shift to complete an assignment, management may assign the affected Food Service Coordinator to stay and complete the assignment. Such extension shall not affect the employee's placement on the voluntary or mandatory overtime lists unless the Food Service Coordinator is required to work one (1) hour or more.

2. Physical Plant

If the Institution needs work to be performed outside employee regular schedules, the Institution will ask for qualified volunteers. If there are no qualified volunteers, the Institution will assign the least senior qualified employee to the assignment.

Q. ADMINISTRATIVE SERVICES DIVISION INFORMATION TECHNOLOGY SERVICES / FLEXIBLE WORK SCHEDULES FOR NON EXEMPT EMPLOYEES

1. This Subsection shall replace [Article 25](#) Section 1 and [Article 15](#) Section 2 regarding the definition of a flexible work schedule and the definition of overtime.
2. The definition of the flexible work schedule is a work schedule which varies the number of hours worked on a daily basis, but which does not exceed forty (40) hours in a workweek and is agreed upon in advance by the employee and the supervisor.
3. Overtime shall be defined as employees working a flexible work schedule in excess of forty (40) hours per workweek.
4. This Subsection shall only apply if the employee requests a flexible work schedule in writing and the Agency approves the flexible work schedule request.
5. If an employee does not request a flexible work schedule or the Agency does not approve the request, then [Article 25](#) Section 1 and [Article 15](#) Section 2 as presently written in the Master Agreement shall continue to apply to that particular employee.
6. Nothing in this Subsection changes the authority or ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with the applicable provisions of the Agreement.
7. When a holiday occurs for which the employee would normally be scheduled off, the employee's work schedule will revert back to a five (5) day eight (8) hour schedule during the calendar week in which the holiday occurs.
8. This subsection does not establish any additional obligation on the Employer, Agency or the Union to negotiate different workweek or overtime work definitions for other bargaining unit employees.

REV: 2015, 2017

ARTICLE 26 - UNIFORMS AND PROTECTIVE CLOTHING

Section 1. Institutional Uniforms.

Institutional uniforms and protective clothing as provided and maintained, or both, by the Agency shall be continued. Where uniforms are furnished, the Agency shall provide a

complete uniform including overcoats, trousers, shirts, belts, ties, and appropriate rain gear for those institutional employees whose duties require exposure to inclement weather. The Agency shall not be responsible for replacing uniforms and protective clothing damaged due to employee negligence.

Section 2. Damage to Personal Clothing.

Employees suffering damage to personal clothing and all employees who suffer damage to personal property in the performance of their official duties will be reimbursed as subject to Department of Administrative Services Rules 125-7-101 (DAS Risk management policy) and any subsequent amendments thereto.

Section 3. Rain Jackets.

For employees not required to wear a uniform, the Agency shall make available appropriate rain jackets for employees whose duties require exposure to inclement weather.

Section 4. Boot Reimbursement.

- a. Effective on the first (1st) of the month following the effective date of the 2017-2019 Agreement, the employee listed below shall be eligible for the amounts listed:
Physical Plant Staff: four hundred dollars (\$400) per biennium
Food Service Coordinators: two hundred dollars (\$200) per biennium.
- b. Employees must provide the Agency's Fiscal Services Accounting Unit with a receipt and completed Non-Travel Reimbursement Form in order to receive reimbursement.

Boots must meet all of the requirements contained in Agency Policy 20.1.6 (Footwear). Reimbursement shall not include socks.

REV: 2017

ARTICLE 27 - EMPLOYEE FACILITIES

Management shall maintain physical plant facilities provided for employees (including parking and existing motorcycle and bicycle parking with adequate accommodations for seasonal usage) at the Institutions, and elsewhere where authority exists.

ARTICLE 28 - INCLEMENT CONDITIONS

Section 1.

When, in the judgment of the Agency Head/Functional Unit Manager or designee, weather conditions require the closing or curtailing of State offices and institutions within the employees regularly scheduled workday and the employees are ordered home, the employees will be paid for the remainder of their regularly scheduled shift.

Section 2.

- a. All bargaining unit employees shall be required to report to work if there is inclement conditions. If an employee notifies his/her supervisor that he/she is unable to or will be late in reporting to work due to inclement conditions, the employee shall be authorized to use accrued vacation leave, compensatory time off or leave without pay.
- b. Except employees bidding shift/days off or who require/provide relief, employees will be allowed to flex their schedules during periods of inclement conditions pursuant to the conditions outlined in the Letter of Agreement #6 (Flex Time).

REV: 2015, 2017

ARTICLE 29 - SAFETY AND HEALTH

Section 1.

The Agency agrees to abide by and maintain in its facilities and work operations standards of safety and health in accordance with the Oregon Safe Employment Act (ORS 654.001 to 654.991). Oregon Occupational Safety and Health Division (OR-OSHA) and the Department's Safety and Health policy shall be made available to all Safety committees. The Parties shall follow Agency Policy 20.6.5 on the establishment and governance of safety committees. The minutes of Safety committee meetings shall be posted in the work site.

Section 2.

Proper safety devices and clothing shall be provided by the Agency for all employees engaged in work where such devices are necessary. Such equipment, where provided, must be used.

Section 3.

- a. If an employee claims that an assigned job or equipment is unsafe or might unduly endanger the employee's health, the employee shall immediately report specific issue to the local immediate supervisor. The supervisor may correct the situation immediately or the employee and/or the supervisor shall refer the issue to the local Safety Committee for review and recommendation. If the job poses an imminent threat to the employee, the employee may refuse to do the job. The employee shall immediately give specific reasons to the supervisor. The supervisor shall request an immediate determination by the Agency Safety Administrator or designee or, a safety representative of the OR-OSHA, as to whether the job or equipment is safe or unsafe. At the discretion of the Union, a Union staff member and/or authorized Union Representative shall accompany the agency OR-OSHA representative conducting the safety inspection.

- b. Pending determination provided for in this Section, the employee shall be reassigned to an alternate work location.

Section 4.

It is agreed that if, in the conduct of official duties, an employee is exposed to serious communicable diseases which would require immunization or testing, as determined by the Institution Chief Medical Officer or Public Health Officer in charge, the employee shall be provided immunization against or testing for such communicable disease, without cost to the employee, where immunization will prevent such disease from occurring. The employee shall be granted required time off with pay for the immunization or testing, at a medical facility of the Agency's choosing.

Section 5.

If in the conduct of official duties the employee has potential for contact with toxic and harmful substances, the employee will be provided regular medical monitoring as required by Administrative Rule under the Oregon Safe Employment Act at no cost to the employee, and without deduction from accrued sick leave for leave time taken.

Section 6.

An employee may request the local Human Resource Manager to coordinate an ergonomic assessment of the employee's workplace. The person completing the assessment will be trained to perform the ergonomic assessment. The person completing the assessment will prepare written recommendations that will be sent to the employee's supervisor and local Human Resource Manager. The supervisor and employee shall discuss the recommendations. If, after discussion, there is no resolution, the employee may contact the local Human Resources Manager for Assistance.

REV: 2015

ARTICLE 30 – BEREAVEMENT LEAVE

Section 1.

Notwithstanding the Hardship or Sick Leave eligibility requirements criteria, employees shall be eligible to use a maximum of twenty four (24) hours paid bereavement leave per occurrence prorated for part-time employees in order to discharge the customary obligations arising from the death in the immediate family as defined in section 3 below or the employee's spouse. The employee may provide documentation to the Agency. If additional earned leave is needed, an employee may request to use earned sick leave or leave without pay at the option of the employee.

Section 2.

Employees may, with prior authorization, use accrued vacation leave or compensatory time off. Regular status and trial service employees may be eligible to receive up to forty

(40) hours of donated leave to be used consecutively. The employee must have exhausted all available accumulated leave and qualify for hardship leave.

Section 3.

For purposes of this Article only, immediate family shall be defined in [Article 33](#) Section 6 (Sick Leave) and includes aunt, uncle, niece or nephew.

Section 4.

Paid bereavement leave under this Article shall run concurrently with OFLA when applicable. The Agency shall notify the employee when OFLA is running concurrently with bereavement leave.

REV: 2015

ARTICLE 31 - HOLIDAYS

Section 1.

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

- a. New Year's Day on January 1;
- b. Martin Luther King, Jr.'s Birthday on the third Monday in January;
- c. President's Birthday on the third Monday in February;
- d. Memorial Day on the last Monday in May;
- e. Independence Day on July 4;
- f. Labor Day on the first Monday in September;
- g. Veterans' Day on November 11;
- h. Thanksgiving Day on the fourth Thursday in November;
- i. The Friday after Thanksgiving except Food Service Coordinators, Registered Nurses, Health Service Technicians and Boiler Operators who shall receive each November 1, if on the active payroll, twelve (12) hours added to their vacation leave balance.
- j. Christmas Day on December 25;
- k. 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.

To be eligible for Holiday Pay, an employee must be on paid status at least one half (1/2) of the last scheduled workday before the Holiday and at least one half (1/2) of the first scheduled workday after the Holiday except for FMLA/OFLA qualifying events.

Section 2.

For all employees who work in positions that are staffed five (5) days a week, Monday through Friday, when a holiday falls on Saturday, the previous Friday shall be recognized as the holiday. When a holiday falls on Sunday, the following Monday shall be recognized as the holiday.

For all employees who work in positions that are staffed seven (7) days a week, the recognized holiday will be the actual day specified in Section 1 above.

Section 3.

- a. Employees who are required to work on days recognized as holidays which fall within their regular work schedules shall be entitled, in addition to their regular salary, to compensatory time off for the time worked or to be paid in cash for time worked at the employee's option. Compensatory time off or cash paid for all time worked on a recognized holiday stated in section 1 of this Article shall be at the rate of time and one-half (1-1/2). The additional compensation which an employee shall be paid for working on a holiday shall not exceed the rate of time and one-half (1-1/2) of the employee's straight time pay. Any compensatory time earned may be converted to cash payment by the Agency. Holiday benefits shall be prorated for part-time employees.
- b. When a holiday listed in Section 1 of this Article falls on a regularly scheduled day off, the employee shall have the choice of receiving an alternate eight (8) hours of compensatory straight time or straight time pay at the employee's option. Part time employees will receive a prorated amount of compensatory straight time or straight time pay at the employee's option. Employees shall notify their manager in January of each year which option they want. If the employee does not notify the manager of his/her preference, the Agency shall pay the employee the straight time pay.

Section 4.

Where an employee has been approved to work an alternate work schedule such as a four (4) day, ten (10)-hour workweek, management shall either revert the schedule to a five (5) day, eight (8)-hour workweek or allow the employee to utilize other available paid leave for the balance of the holiday off. Where management decides to continue the employee's alternate work schedule during a holiday week, the employee can request to

work the hours needed to complete a forty (40) hour workweek at the straight time pay rate for the hours worked. The supervisor will review the request and either approve or deny the request.

Section 5.

Holidays which occur during vacation or sick leave shall not be charged against such leave.

Section 6.

- a. This specific Subsection shall only apply to Office Specialist 2 employees assigned to the EOCI Visiting Section.
- b. Notwithstanding [Article 31](#) Section 1 of the Agreement, Office Specialist 2 employees shall have twelve (12) hours of vacation hours added to their leave balance under the same conditions outlined in the Article and shall not be eligible for the Friday after Thanksgiving as a paid holiday.
- c. Office Specialist 2 employees assigned to the Visiting Section shall continue to be eligible for twelve (12) hours of vacation leave so long as they are assigned to perform Visiting Section duties and continue to work in the same rotation and work schedule they have at the time of the effective date of this Agreement.

REV: 2015, 2017

ARTICLE 32 - VACATION LEAVE

Section 1.

The Parties agree that an employee's vacation accrual is an earned benefit to which the employee is entitled. Therefore, at no time shall accrued vacation time be utilized without specific authorization of the employee or contract.

Section 2.

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

After six (6) months through 5th year	15 work days for each 12 full calendar months of service (10 hours per month)
After 5th year through 10th year	18 work days for each 12 full calendar months of service (12 hours per month)

After 10th year through 15th year	21 workdays for each 12 full calendar months of service (14 hours per month)
After 15th year through 20th year	24 workdays for each 12 full calendar months of service (16 hours per month)
After 20th year through 25th year	27 workdays for each 12 full calendar months of service (18 hours per month)
After 25th year	30 workdays for each 12 full calendar months of service (20 hours per month)

Section 3.

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

Section 4.

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

Section 5.

Vacation credits shall continue to be earned while an employee is using paid leave.

Section 6.

Service with a jury shall be considered time worked when it occurs during approved vacation leave.

Section 7.

If an employee has a break in service and that break does not exceed two (2) years, the employee shall be given credit for the time worked prior to the break in service in determining accrual rate.

Section 8.

Time spent in actual State service or on military leave, educational leave, or job-incurred disability leave without pay shall be considered as time in the State service in determining length of service for vacation accrual rate.

Section 9.

Vacation hours may accumulate to a maximum of three hundred fifty (350) hours. A maximum of three hundred (300) hours may be cashed out upon termination of employment.

Section 10.

Vacation leave accrual is based on the number of hours worked in the current month and is available for use on the first of the following month. Upon reasonable notice to and approval of the Agency, employees shall be permitted to use any portion of, or all of the employees' accrued vacation credits in any segment, except:

- a. That employees shall have their vacation time paid in full when the employees are laid off, terminated, or take educational leave without pay in excess of thirty (30) days;
- b. As provided for set-off of damages or misappropriation of State property or equipment on termination;
- c. To avoid losing vacation, the Agency may schedule the employee who has accrued three hundred (300) hours to take vacation by mutual agreement or make a cash payment in lieu of scheduling not to exceed forty (40) hours at the straight time rate of pay;
- d. If two (2) or more employees request the same period of time and the matter cannot be resolved by agreement of the Parties concerned, the employee having the greatest length of State service shall be granted the time; however, seniority may be exercised only once in any calendar year.

Section 11.

Employees that transfer from one AFSCME bargaining unit to another AFSCME bargaining unit shall be allowed to transfer up to eighty (80) hours of accrued vacation credit. The balance of vacation credits shall be paid for at the time of transfer.

Section 12.

Except for the Letter of Agreement covering Food Service Coordinators at SRCI, employee vacations will start on the first day following the employee's regularly scheduled two (2) days off when approved by the Agency.

Section 13. Reimbursement for Cancelled Vacation.

Vacation that has been scheduled and approved may not be cancelled by the Agency/Department/Division except in the event of an emergency. When unrecoverable vacation costs are incurred by the employee, the Agency shall pay the unrecoverable deposits; receipts will be required.

REV: 2015

ARTICLE 33 - SICK LEAVE WITH PAY

Sick leave, with pay, shall be determined as follows:

Section 1.

Employees shall accrue eight (8) hours of sick leave for each full month worked. Employees working less than a full month but at least thirty-two (32) hours shall accrue sick leave on a pro rata basis.

Section 2.

Temporary employees who are subsequently appointed to permanent positions covered by this Agreement, in the same class in which they were employed as a temporary, without a break in service of fifteen (15) days or more, shall be credited with sick leave from their most recent temporary appointment date.

Section 3.

Whenever an employee accepts an appointment in another agency of State service covered by this Agreement, the employee's accrued sick leave in the former agency shall be assumed by the new employing agency.

Section 4.

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

Section 5.

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

Section 6.

Employees who have earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to the employee's illness, bodily injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease, attendance upon members of the employee, their spouse's or domestic partner's immediate family (parents, wife, husband, children, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, or another member of the immediate household, including the PEBB definition of domestic partners) where employee's presence is required because of illness or death, in the immediate family of the employee, the employee's spouse, or domestic partner. The Agency has the duty to require that the employee make other arrangements, within a reasonable period of time, for the attendance upon children or other persons in the employee's care. Certification of

an attending physician or practitioner may be required by the Agency to support the employee's claim for sick leave, if the employee is absent in excess of seven (7) consecutive days, or if the Agency has evidence that the employee is abusing sick leave privileges. The Agency may also require such certificate from an employee to determine whether the employee should be allowed to return to work where the Agency has reason to believe that the employee's return to work would be a health hazard to either the employee or to others. Any cost associated with the supplying of a certificate concerning a job-incurred injury or illness that is not covered by Workers' Compensation benefits shall be borne by the Agency.

Section 7.

- a. Non-FMLA Leave. An employee who is not covered by FMLA/OFLA and exhausts his/her accrued sick leave hours but has a need for taking time off on their next scheduled work day due to a situation covered under Section 6 of this Article shall notify their supervisor according to the prescribed method in place that they are taking sick time off on their next scheduled work day. Upon return to work, the employee will have a discussion with his/her supervisor and submit a leave slip and will not be denied the use of any accrued vacation, holiday, personal leave, or compensatory time off hours they have accrued except for valid cause or if the employee is on prior written notice for attendance problems.
- b. FMLA Leave. Employees on authorized FMLA/OFLA leave may elect to use leave without pay if they are covered by short or long term disability insurance.

Employees not electing to use short or long term disability insurance or employees without that coverage and are covered under FMLA/OFLA shall use accrued paid leave (sick leave, vacation leave, compensatory time off) until such accrued leave is exhausted. Employees may elect to leave up to forty (40) total hours in their sick leave and/or vacation account for use following their return to work. However, an employee will, at the employee's request, be approved to leave up to eighty (80) hours of vacation leave to cover preapproved vacation.

Upon exhausting all accrued paid leave, or down to forty (40) hours, the employee will be placed on leave without pay until FMLA/OFLA ends. Employees will notify the Agency which paid leave will be used. Employee will be able to choose which specific accrued leave to use in a consecutive block of time and, once selected, the employee must exhaust that particular accrued paid leave amount before being able to use other accrued paid leave. A consecutive block of time shall be either all paid leave in that account (sick, vacation, or compensatory time off) or the designation of a specified number of hours, not less than forty (40) hours. If the employee does not inform the Agency within seven (7) days of which type of accrued paid leaves he/she wishes to use, the Agency shall designate the employee to use accrued sick leave consistent with state and federal law until that

paid leave is exhausted. Thereafter, the employee may select which accrued paid leave to use if any. If the employee does not have accrued sick leave available, then he/she will be authorized to request the use of the accrued vacation leave until those hours are exhausted.

Section 8.

Salary paid for a period of sick leave resulting from a condition incurred on the job and also covered by Workers' Compensation, shall be equal to the difference between the Workers' Compensation for lost time and the employee's regular salary rate. In such instances, prorated charges will be made against accrued sick leave.

Should an employee who has exhausted earned sick leave elect to use vacation leave or compensatory time during a period in which Workers' Compensation is being received, the salary paid for such period shall be equal to the difference between the Workers' Compensation for lost time and the employee's regular salary rate. In such instances, prorated charges will be made against accrued vacation leave.

Staff Assaults. An employee who is off duty and on approved workers compensation time lost because of an inmate committing a staff assault regardless of the outcome of the inmate hearing process shall:

1. Continue vacation and sick leave accrual while on time loss. Accrued vacation leave shall not exceed three hundred and twenty (320) hours. If an employee accrues between two hundred and sixty (260) and three hundred (300) hours, the Agency shall make a cash payment not to exceed forty (40) hours.

2. Where the employee is off work due to a serious physical injury directly inflicted by an inmate and the employee's attending physician certifies that the employee cannot perform his/her regular duties or modified work, the DOC Director or designee, shall approve the employee to receive supplemental pay in addition to the employee's workers compensation benefit which shall be equal to the regular salary rate (i.e. the step in the salary range at which the employee is paid) for the first thirty (30) days of such leave. The DOC Director or designee, at his/her discretion, may continue approving the employee to receive supplemental pay in addition to the employee's workers compensation benefit which shall be equal to the regular salary rate (i.e. the step in the salary range at which the employee is paid) for the next one hundred and fifty (150) days. After the first one hundred and eighty (180) calendar days of such time loss is any rolling twelve month period, the supplemental pay shall end and the employee shall have the option of sick leave proration used as noted in section 8. To be approved for this supplemental pay benefit, the employee must have been acting within the course and scope of his/her assignment when

assaulted. Time loss resulting from stress related disabilities shall not be eligible for this supplemental benefit. Where the time loss exceeds thirty (30) calendar days, the department may require the employee be evaluated by the Department's independent medical examiner to assess the ongoing need for the time off.

3. The Agency will pay up to three (3) days of administrative paid leave for the employee following an injury under the following conditions:
 - a. The employee seeks medical care within forty-eight (48) hours of being injured or there is a doctor's certificate the medical treatment was a result of the injury.
 - b. The employee applies for and is approved for workers compensation. The claim must be for a period of less than fourteen (14) days.
 - c. The employee's attending physician certifies that the employee cannot work.

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

Section 9. Hardship Leave.

The Agency will allow employees to make irrevocable donations of accumulated vacation leave to a co-worker who has exhausted accumulated leave while recuperating from an extended illness or injury or attending an immediate family member suffering from illness or injury. Hardship leave donations will be administered under the following stipulations and the terms of this agreement shall be strictly enforced with no exceptions.

- a. The donor must be a regular status employees of the Agency.
- b. The Agency shall not assume any tax liabilities that would otherwise accrue to the employee.
- c. Use of donated leave shall be consistent with the other Sections of this Article.
- d. Applications for hardship leave shall be in writing and sent to the Agency's Human Resources Section and accompanied by the treating physician's written statement certifying the illness or injury. Donated leave may be used intermittently.
- e. Accumulated leave includes, but is not limited to, sick, vacation, and compensatory leave accruals.

- f. Donations shall be credited at the recipient's current regular hourly rate of pay. Donations shall be in amounts of no less than two (2) hours. In FMLA situations, the Agency will continue to pay for employee's health insurance contribution until the employee's qualifying FMLA period ends. Donee's will be allowed to keep forty (40) hours of donated leave for future use after they return to work. All other unused donated leave will be returned to donors per Agency policy.
- g. Employees otherwise eligible for or receiving workers compensation or on parental leaves will not be considered eligible to receive donations under this Agreement.
- h. Time spent by the recipient on donated hardship leave shall not count toward completion of his/her trial service period, nor toward salary eligibility dates for a step pay increase. When the recipient is released to return to duty, the end of trial service date and salary eligibility date will be adjusted by the period of the donated hardship leave taken.

Section 10.

If, while performing assigned duties during his/her assigned shift, the employee has an on the job injury, and such injury requires immediate medical treatment, the employee will not be required to use accrued sick leave while obtaining medical treatment. Once immediate medical treatment is completed, the employee will immediately return to work to complete his/her assigned shift, or shall become subject to the workers compensation regulations.

REV: 2015, 2017

ARTICLE 34 - SICK LEAVE WITHOUT PAY

Section 1.

- a. After earned sick leave has been exhausted, the Appointing Authority shall grant sick leave without pay for any job-incurred injury or illness for a period which shall terminate upon demand by the employee for reinstatement accompanied by a certificate issued by the duly licensed attending physician that the employee is physically and/or mentally able to perform the duties of the position.
- b. After earned sick leave has been exhausted, the Appointing Authority shall grant sick leave without pay for any non-job-incurred injury or illness to any employee upon request for a period up to one (1) year provided such leave will not seriously handicap the work of the Agency. Extensions of sick leave without pay for any non-job-incurred injury or illness beyond one (1) year must be approved by the Appointing Authority.
- c. The Appointing Authority may require that the employee submit a certificate from the attending physician or practitioner in verification of disability resulting from

job-incurred or non-job-incurred injury or illness. Any cost associated with the supplying of a certificate concerning a job-incurred injury or illness that is not covered by Workers' Compensation benefits shall be borne by the Agency.

The Employer may require medical certification from the attending physician every six (6) weeks. Employees requesting leave without pay shall be offered alternate work in a reasonable and consistent manner if it is available and appropriate. Such work shall be assigned consistent with Workers' Compensation rules.

Section 2.

In the event of a failure or refusal by an employee on a non-job-related sick leave without pay to supply such a certificate, or if the certificate does not clearly show sufficient disability to preclude that employee from the performance of duties, such sick leave may be canceled by registered letter to the last known address with a copy to the Union's Subchapter President. Any employee who absents himself/herself for five (5) days without authorized leave shall be deemed to have resigned and shall be considered a voluntary separation from State service. However, such absence may be covered by a subsequent grant of leave with or without pay when extenuating circumstances are found to have existed.

REV: 2015

ARTICLE 35 - FAMILY LEAVE

Employees determined to be eligible in accordance with provisions of federal and State leave laws shall have all the rights, and be subject to all of the requirements of those laws. Such laws include, but are not limited to, the Federal Family and Medical Leave Act of 1993 (FMLA) and the Oregon Family Leave Act (OFLA) (ORS 659A.150-186).

ARTICLE 36 - LEAVES WITH PAY

Section 1.

Employees shall be granted a leave of absence with pay in accordance with the following:

- a. Service with a jury.
 1. Actual hours served on a jury, including travel time to and from the institution, during the employee's scheduled shift shall be coded as jury duty leave and compensated at the employees regular rate of pay as time worked.

Time serving on a jury outside of the employee's scheduled shift shall not be considered time worked.

The employee may keep any money paid by the court for serving on jury.

2. When requested by the employee and subject to Agency operating requirements, employees selected by proper authority for jury duty will be placed on a day shift for the affected shifts/days for which they are obligated to serve on a jury. The Agency shall not suffer any overtime or other penalty payments for the change in work schedule for the employee on jury duty. If the Agency is unable to make the schedule change requested by the employee, hours served on the jury that would have occurred during the requested changed schedule shall be considered time worked. If, any employee does not request to change their shift and days off for jury service, time spent on jury service outside of the employee's regularly scheduled shift shall not be considered time worked.
 3. An employee who is dismissed early from jury duty will contact his/her supervisor to report the end of jury duty and to determine the employee's remaining shift.
- b. Appearances before a court, legislative committee, or judicial body as a witness in response to a subpoena or other direction by proper authority for matters relating to the employee's officially assigned duties. The employee may keep any money paid in connection with the appearance.
 - c. An employee who is not a plaintiff or defendant shall be granted leave with pay for appearances before a court, legislative committee or judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority for matters other than the employee's assigned duties. When the employee is granted leave with pay, the employee shall return to the Agency any money paid in connection with the appearance.
 - d. A leave of absence shall be granted to an employee for taking part without pay in a search and rescue operation at the specific request of any law enforcement agency, the Administrator of the Board of Aeronautics, the United States Forest Service, or any local organization of civil defense, for a period of no more than five (5) working days. The employee will be placed on leave with pay only when or if participation in a search and rescue operation is during the employee's regularly scheduled shift.
 - e. Other authorized duties in connection with State business.
 - f. An employee who has been employed in State service for six (6) months or more, and who is a member of the National Guard or any reserve components of the armed forces of the United States, is entitled to leave of absence from the employee's duties for a period not to exceed fifteen (15)

calendar days or eleven (11) working days in any federal fiscal year (October through September).

- g. An employee may be granted educational leave in which the Agency may defray a part or all of the cost, either through allotment or payment of salary. Such leave shall be granted only when the benefits to be realized by the State will outweigh the cost and inconvenience to the State. Each request for leave must be approved by the Agency Head or designee, who normally shall not approve such leave for more than one (1) year. Vacation leave shall not accrue during an educational leave with pay, the duration of which exceeds fifteen (15) calendar days.
- h. Leave with pay for job interviewing and testing for employment opportunities in state government may be granted by the supervisor, who will also determine the amount

Section 2. Personal Leave Day.

- a. All full-time employees shall be entitled to eight (8) hours of personal leave. Part time employees shall be granted such leave in a prorated amount of eight (8) hours based on the same percentages or fractions of month they are hired to work.
- b. The eight (8) hours for full time employees or pro-ration of the eight (8) hours for part time employees shall accrue each July 1 for employees on the active payroll on that date.
- c. Personal leave shall not be cumulative from year to year and it shall not be compensable for any unused leave still on the employee's leave balance.
- d. Personal leave may be used by an employee for any purposes he/she desires and may be taken at times mutually agreeable to the Agency and the employee.

REV: 2015, 2017

ARTICLE 37 - LEAVE OF ABSENCE WITHOUT PAY

Section 1.

Applying for leave of absence without pay will be in writing and submitted to the immediate supervisor.

Section 2.

In instances where the work of an Agency shall not be genuinely handicapped by the temporary absence of an employee, the employee shall be granted a leave of absence without pay or educational leave without pay.

Section 3.

Time spent on leave without pay in excess of thirty (30) consecutive days shall not be considered as service in determining the employee's eligibility date for a salary increase unless such time has been spent on leave resulting from job-incurred disability.

Section 4. Military Leave.

An employee who has received official orders from any Reserve component of the armed forces of the United States shall be given such military leave without pay as may be provided by law.

ARTICLE 38 - PRE-RETIREMENT COUNSELING LEAVE

At any time after reaching forty (40) years of age or within ten (10) years of the employee's eligible retirement date, each employee shall be granted up to three and one-half (3-1/2) days leave with pay to pursue bona fide pre-retirement counseling programs. Employees shall request the use of leave provided in this Article at least fourteen (14) days prior to the intended date of use.

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

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

REV: 2017

ARTICLE 40 - PROMOTIONS/ADVANCEMENT

Section 1.

- a. Subject to the requirements of Affirmative Action and Equal Employment Opportunity, all bargaining units' employees may apply and be considered for all vacancies in the bargaining units covered by the terms of this Agreement and for which, in the judgment of the Agencies, the employee is qualified. The Agencies will determine the method of selection and determine the individuals to fill a vacancy. The Agency will consider transfer requests in conjunction with other lists used to fill a vacant position.
- b. The Agency shall notify an employee in writing or by verbal communication if the employee is not selected for the vacancy for which they were a candidate.

- c. Within ten (10) working days after notification, the employee may request to receive feedback from the Agency's Interview Panel Chair for the purpose of future advancement opportunities which shall be provided within ten (10) working days unless the Parties mutually agree to extend the time frames.
- d. If the employee requests feedback, the Agency shall not suffer any financial obligation including but not limited to travel time, meals, lodging, mileage or overtime.

Section 2.

The employee is responsible for preparation for advancement and qualification for promotion within the Agency.

Section 3.

Employees will be notified of all the bargaining units' vacancies covered by the terms of this Agreement, which the Agencies intend to fill by posting a list of such vacancies on the Department of Corrections Jobs Web Page and email. This posting will be for a minimum of ten (10) days in order to give employees an opportunity to apply for the vacant positions.

Section 4.

Employees wishing to transfer to a position which the Agency intends to fill shall submit a request in writing. For purposes of this section, Board of Parole and DOC shall allow transfers between bargaining units.

ARTICLE 41 - TRIAL SERVICE

Section 1. Initial Trial Service.

Except for employees employed as Prison Term Analysts (PTA), each employee appointed to a position in the bargaining unit by initial appointment to the Agency or promotion shall, with each appointment work an equivalent of six (6) full calendar months before achieving regular status. The time period, known as initial trial service, is an extension of the hiring process.

An employee who has been on cumulative leave without pay for fifteen (15) days or more during initial trial service, or who has used donated hardship leave during initial trial service, will have the trial service period completion date adjusted until the employee has actually performed his/her regularly assigned duties for their position and classification an equivalent of six (6) full calendar months. The initial trial service completion date will be adjusted only by the number of days the employee was on leave without pay, using donated hardship leave or on a modified duty assignment.

At management's discretion and after evaluation, an employee's initial trial service complete date may be extended in three (3) month blocks, up to a total of twelve (12) months of initial trial service. Notice of such extension shall be given to the affected employee and the Union. During this trial service extension, the employee will receive continued feedback.

Section 2. Promotional Trial Service.

- a. Promotional trial service shall not exceed six (6) full calendar months after the effective date of the promotion. An employee who is removed from his/her promotional position during promotional trial service from any position in the Executive branch of State government or the Oregon Corrections Enterprises shall be reinstated to his/her former position in the Security Plus bargaining unit at their former straight time pay rate and SED providing the employee was a regular status employee in another position in this bargaining unit immediately prior to the promotion and has not been charged under ORS 240.555 or terminated by the other Agency.

An employee who has been on cumulative leave without pay for fifteen (15) days or more, or has used donated hardship leave during promotional trial service will have the trial service period completion date adjusted until the employee has actually performed his/her regularly assigned duties for their position and classification for six (6) full calendar months. The promotional trial service completion date will be adjusted only by the number of days the employee was on leave without pay, using donated hardship leave or on a modified duty assignment.

- b. This subsection shall apply to an employee who, before being promoted, was a regular status employee with the Agency and promotes to another functional unit that is fifty (50) miles or more away from their previous position. If the employee is removed from promotional trial service, the employee may request reinstatement into a position at the current work location in their former classification. At the Appointing Authority's discretion, the Appointing Authority may reinstate the regular status employee to a vacant position in their former classification at their former straight time pay rate and salary eligibility date.

If the regular status employee is reinstated, employee waives any rights to their former position and classification in their former institution/functional unit.

The process and decision regarding implementation of this subsection shall not be subject to the grievance procedure.

Section 3.

Initial trial service employees may be removed from service when, in the judgment of the Agency, the employee does not demonstrate the competence and/or fitness for the

position. Such removals under this Article are not subject to appeal or the grievance procedure.

Section 4.

Trial service shall not be extended nor shall an employee be removed from trial service unless the employee has been given written notice and opportunity to correct behavior. Egregious misconduct by a trial service employee may result in immediate removal. This is simple notice not a “just cause” standard for removal, nor does it affect the employer’s rights under Section 3.

Section 5.

- a. Employees hired into the Offender Information and Sentence Computation Unit as Prison Term Analysts (PTA) shall serve a trial service period of up to an equivalent of nine (9) months or until completion of the job coaching manual and testing, whichever comes first. Step increases for employees hired as Prison Term Analysts on initial trial service shall be governed by [Article 14](#), Section 1 (Salary Administration) of this Agreement. Step increases upon promotion shall be governed by Article 14, Section 4, Sentence 1 of the Agreement. Notwithstanding Article 14, Section 4, Sentence 2, employees promoted as a Prison Term Analyst shall be eligible for a step increase six (6) months after date of promotion.
- b. An employee who has been on cumulative leave without pay for fifteen (15) days or more during initial or promotional trial service or who has used donated hardship leave during initial or promotional trial service will have trial service completion date adjusted until the employee has actually performed his/her regularly assigned duties for their position and classification an equivalent of six (6) full calendar months. The initial or promotional trial service date will be adjusted only for the number days the employee was on leave without pay. using donated leave or on a modified duty assignment.

REV: 2015, 2017

ARTICLE 42 - TRAINING/EDUCATION

Section 1. Training.

The Agency will pay incurred tuition/registration and allowable travel, per diem, and salary when the Agency directs employees to attend training. Employees may request agency-sponsored training and will be considered based on job and workload needs and on funding. Available training and educational opportunities will be posted on employee bulletin boards and maintained current.

Section 2. Developmental Opportunities.

- a. The Agency may provide developmental assignments and job rotation assignments by written agreement with the Union and employees who volunteer.

Employees volunteering for these assignments retain their permanent position classifications, remain on the Agency payroll, retain the representation (AFSCME) status of their permanent positions while on the assignment, and return to their permanent positions on completion of the assignment. Employees participating in developmental and job rotation assignments will continue to receive compensation at the rate of their permanent position and shall continue to accrue rights and benefits related to their permanent position.

- b. When the Agency chooses to offer a developmental opportunity, it shall be assigned through an open competitive process when the duration is expected to last six (6) months or longer. The Agency will post the opportunity on its electronic bulletin boards in the Agency public folders for no less than ten (10) calendar days. If the Agency chooses to continue the developmental assignment beyond one (1) calendar year, the Agency shall repost the opportunity for no more than ten (10) calendar days.

Section 3.

Employees may be granted time off with pay to take job related educational courses or training sessions.

Section 4. Licensing Requirements.

- a. If the nature of the work performed by employees within a classification changes, the Agency will make a good faith effort to ensure that current employees will be given suitable training and opportunities to acquire skills and licenses to meet the Agency's changing needs. In circumstances where additional licenses are required, the Agency will make a good faith effort to ensure that current employees will not be harmed.
- b. Renewal of required trades licenses for maintenance classification only. The Agency agrees to pay for the maintenance of the license for employees whose class specification or position requires a trade license as a condition of employment.

Section 5. Continuing Education requirements.

If an employee possesses a license or certification that the Agency requires the employee to possess and use as part of his/her regularly assigned duties, and there are requirements for that license/certification which requires the employee to take continuing education classes in order to retain his/her license/certification, the Agency shall grant the employee Agency paid time to attend such continuing education classes if the classes are offered during the employee's regular work schedule not to exceed sixteen (16) hours per calendar year.

REV: 2015, 2017

ARTICLE 43 - JOB SHARING

Section 1.

"Job sharing position" means a full-time position in the classified service that may be held by more than one (1) individual on a shared time basis whereby the individuals holding the position work less than full-time.

Section 2.

Job sharing is a voluntary program. Any employee who wishes to participate in job sharing may submit a written request to the Functional Unit Manager to be considered for job share positions. The Functional Unit Manager shall determine if job sharing is appropriate for a specific position and will recruit and select employees for job share positions. Where the Functional Unit Manager determines job sharing is appropriate, the management agrees to provide written notification to all job share applicants of available job share positions in their office in the Agency.

Section 3.

Job share employees shall accrue vacation leave, sick leave and holiday pay based on a prorate of hours worked in a month during which the employee has worked thirty-two (32) hours or more. Individual salary review dates will be established for job share employees.

Section 4.

Job sharing employees shall be entitled to share the full Agency paid insurance benefits for one (1) full-time position based on a prorate of regular hours scheduled per week or per month whatever is appropriate. In any event, the Agency contribution for insurance benefits in a job share position is limited to the amount authorized for one (1) full-time employee. Each job share employee shall have the right to pay the difference between the Agency paid insurance benefits and the full premium amount through payroll deduction.

Section 5.

For purpose of layoff, individuals filling a job share position which totals a full-time equivalent shall be considered as part-time employees at the time the position has been affected by a layoff.

Section 6.

If a vacancy exists as a result of one (1) employee of a job share position leaving and the Functional Unit Manager determines either job sharing the position is no longer appropriate or the Functional Unit Manager attempts to recruit another job share employee and is unable to hire qualified employees for the job share position, the remaining employee shall have the right to assume the position on a full-time basis. Upon approval of the Functional Unit Manager, the remaining employee may elect to transfer to a vacant part-time position in the same classification or to voluntarily demote to a lower

classification. If the above conditions are not available or acceptable to the employee, the employee agrees to resign.

REV: 2015

ARTICLE 44 - LAYOFF PROCEDURE

When the Agency declares that a lack of funds will necessitate a layoff, the Parties will meet, if requested by either the Agency or the Union, to consider such alternatives to layoffs such as: voluntary reductions in hours; voluntary unpaid leaves of absence; other voluntary programs and/or temporary interruptions of employment. Such alternatives shall be subject to mutual agreement by the Union and the Agency. In the absence of such mutual agreement, the Agency may implement layoff procedures consistent with this Agreement. The Parties agree that any and all discussions that take place under this Section shall not be subject to [Article 1](#), Section 4, Complete Agreement, of this Agreement or constitute interim negotiations under PECBA. In addition, the Parties will not be required to use the dispute resolution processes contained in PECBA nor under [Article 51, Grievance Procedure](#).

Section 1. Definition.

A layoff is defined as a separation from service for involuntary reasons not reflecting discredit on an employee. An employee shall be given written notice of a pending layoff at least fifteen (15) days before the effective date stating the reason for the layoff.

Section 2. Layoff Categories.

Employees shall be laid off and service credits calculated within the following mutually exclusive categories:

- a. Full-time,
- b. Part-time (including job share).

Section 3.

Layoff shall be by classification as defined in Section 11. The classification, geographic area, and functional unit and worksite as defined in Appendix A of this agreement to be affected by any particular layoff shall be identified by the Agency at the time the layoff is declared. Order of layoff within the designated classification, functional unit, and geographic area and work unit shall be determined by the lowest service credit.

It is understood that when an employee who is to be laid off possesses knowledge, skill, or ability, the loss of which in the judgment of the Agency would seriously impact operations, the Agency may hold that employee in active status, while laying off the next employee in service credit order in the employee's stead. When it is necessary to hold an employee, who would otherwise be laid off, the Agency will document the need and

such documentation shall be accessible to the Union for its review. Any dispute in this regard may be taken up as a grievance by the Union.

If an employee is underfilling a position, the employee will be considered in the higher classification for the purposes of this Article. If it is found that two (2) or more employees in the Agency in which the layoff is to be made have equal service credits, the order of layoff shall be in inverse order of the greatest length of continuous State service. Where the Agency determines there are employees with the same seniority scores the Parties shall use a lottery process as the final tie breaker to identify the order of layoff of employees.

The lottery process will include the following elements: 1) Agency and Union representatives will be present to witness the lottery process; 2) A double blind selection process will be employed. There will be one 'hat' with employee names and one 'hat' with the numbers of employees being drawn at that time; 3) One (1) representative shall pull names from the 'hat' and another representative will pull from the 'hat containing numbers; 4) The employee with the number '1' will be considered to be the 'most senior' employee. The employee with the number '2' will be considered the next 'most senior' employee. This process will continue until all names and numbers are pulled and employee order of layoff is established.

The results of the process in determining the order of layoff of employees with the same seniority scores will be used to determine the order of recall from the layoff list for these employees. Any dispute or decisions reached as a result of the process described herein shall not be subject to the grievance procedure.

Section 4. Service Credit.

Service credit score is defined as total length of continuous Agency service. Leave without pay is not considered a break in service. One (1) point shall be allowed for each full month of unbroken service. An employee's service credit score shall be computed from the date of the employee's employment by the Agency in any capacity within the Division/ Department, except that a new employee shall be on trial service for the appropriate period. A new employee shall be placed on the service credit score list and given service credit score ratings as of the first day the employee was hired by the Agency. If an employee is laid off because their position is eliminated due to contracting out the employee shall continue to accrue service credits, up to a maximum of thirty-six (36) months, subject to recall or reemployment within bargaining unit.

Service credit score shall be forfeited if an employee terminates employment from the Agency of more than one hundred eighty (180) calendar days, other than layoff, or fails to respond within five (5) consecutive workdays after receiving notice by registered letter mailed to the last address on the Agency's records, unless prevented from responding by conditions beyond the employee's control. An employee who has a break in service

(separation) from the Agency of less than one hundred and eighty (180) days and returns to the Agency shall retain the previously accrued service credit score, minus the time the employee was not an employee of the Agency. During the layoff process, vacant positions available for employees to fill shall be considered to have zero (0) service credits.

An employee who leaves the Union's security plus bargaining unit for a position in the management service and later returns to the security plus unit shall have prior Agency service time forfeited for the purpose of calculating service credit if the employee has been out of the bargaining unit for one (1) year or more.

Time with the Board of Parole and the Department of Corrections shall be interchangeable for calculating service credits of employees in those separate agencies. Unless otherwise mutually agreed, those Agencies shall be treated separately during a layoff. Time spent by former employees of the EOH&TC who were employed at that facility and transferred to EOCl within six (6) months of EOH&TC's closure, shall count toward the calculation of Department of Corrections service credit in that geographic area only.

When the Agency intends to initiate a layoff, the Agency will notify the Union in writing that all service credit scores will be frozen from the date of notice for the duration of the layoff process. A copy of the service credit list shall be provided to the Union for verification of accuracy prior to being frozen. However, during the period when service credits scores are frozen, the employee will continue to accumulate time towards service credit for purposes of future computations. After the process has been concluded, any funded permanent positions that have become vacant and the Agency intends to fill shall be made available to the employees on the layoff list.

Section 5. Options in Lieu of Layoff.

The Agency shall give written notice to bargaining unit employees and the Union of impending Agency layoffs. The notice shall identify the number of positions in each classification which will be abolished by work unit/functional unit and geographic area.

Before implementing the layoff process, the Agency will notify all employees in the bargaining unit in the affected classifications within the same geographic area that the Agency will be initiating the layoff process. The Agency shall solicit for volunteers to elect to be laid off by classification in the geographic area. If there are more employees that volunteer to be laid off than the number of employees that will be laid off, the order of layoff will be by service credit order with the highest service credit employee being granted the layoff. Unless the volunteer(s) occupied a position identified to be abolished, the vacated position shall be considered having zero (0) service credits for the affected employees to review as an option.

The Agency shall begin the layoff process by notifying the affected employees and the equivalent number employees in the same classification with the lowest service credits in the geographic area of the potential for layoff and what options they will have available under this Article. Employees shall be responsible to ensure their application is updated and will meet in a timely fashion with Agency representatives to discuss classifications for which they qualify in the layoff process.

The Agency shall initiate the layoff process with the highest service credit score within the highest salary range classification in the geographic area. The employee shall exercise one (1) of the following options within five (5) workdays of receipt of final and official layoff notice as stated in paragraph 3 of Section 5:

- a. (Greater Salem Area Only) The employee may displace the least service credit employee within the same classification within the greater Salem area as defined in this Section of the Article. The employee must possess the minimum qualifications for the position and be able to perform the specific requirement of the position within approximately thirty (30) calendar days.
- b. Any employee notified of layoff may elect to displace the employee with the least service credit in the work site as defined in Section 11 of this Article in the same classification provided the employee can perform the specific requirements of the position within thirty (30) calendar days.
- c. Any employee notified of layoff may elect to displace one (1) of the equivalent least service credit employees in the geographic area as defined in section 11(d) of this Article in the same classification provided the employee meets the minimum qualifications of the position and can perform the specific requirements of the position within approximately thirty (30) calendar days.
- d. If no positions are accessible under subsections a.-c., the employee may elect to displace the least service credit employee within the functional unit that is in a lower salary range classification for which the employee possesses the minimum and special qualifications and can perform the requirements of the position within approximately thirty (30) calendar days.
- e. The employee may elect to displace the employee with the least service credit in the geographic area in a lower salary range classification for which the employee possesses the minimum qualifications of the position and can perform the requirements of the position within approximately thirty (30) calendar days.
- f. If no other options are available, the employee may fill a vacant funded permanent bargaining unit position that is the same or lower classification

level than the employee's current classification and the Agency intends to fill which is outside of the employee's geographic area. The employee must meet the minimum qualifications of the position and be capable of performing the requirements of the position within thirty (30) calendar days.

- g. The employee accepts layoff.
Upon the effective date of layoff, an equivalent number of temporary appointments will be ended within the same classification and same geographic area in which the layoff is taking place and will be offered to laid off employees to voluntarily accept or reject if such appointments are available.

Section 6.

The name of a demoting employee shall then be placed on the appropriate layoff list for the class the employee demoted from. Any employee demoted in lieu of layoff may request at that time and shall be paid for all accrued compensatory time at the rate being earned prior to demotion in lieu of layoff.

Section 7. Moving Expenses.

If an employee's selection in Section 6 results requires moving, moving expenses shall be assumed by the employee.

Section 8. Layoff List.

Employees laid off shall have their names arranged on the layoff list in service credit order by classification and geographic area from the most service credit to the least service credit.

As permanent vacant bargaining unit positions the Agency intends to fill become available in the geographic area and in the classification that were subjected to layoffs, the Agency will notify the employee with the highest service credit on the list and offer the opportunity for recall. If that employee declines, then the permanent position and opportunity for recall shall be offered to the next employee on the layoff list until all employees have been offered recall. If no employee accepts recall for available vacant permanent position, the Agency can fill the position through other means.

This process will occur for as many vacant permanent positions the Agency intends to fill until the layoff list is exhausted. The layoff list shall be used first before filling the vacancy by lateral transfer, demotion, reemployment, promotion or open competitive new hires. If no employee accepts recall for the available vacant permanent position, the Agency can fill the position through other means. Recall shall be from the list, one (1) name at a time, to the vacancy in the classification and within the geographic area from which the employee was laid off provided the employee can perform the specific requirements of

the position within approximately thirty (30) calendar days. Names shall be maintained on the appropriate layoff list(s) for two (2) years from the effective date of layoff.

Section 9.

Unclassified, exempt and management service employees shall be restored into classified service pursuant to ORS 240.570. If a reduction in force is required in connection with this return it will be accomplished through this Article. Service credit for the purposes of restoration shall be all time served in classified service. For any subsequent reductions in force following this restoration, Section 4 service credits will apply. There shall be no cross-bumping between management service and the bargaining unit.

Section 10. Cross Bumping Between Unions.

If the Agency is willing to allow cross bumping between unions, a discussion with affected union representatives will be initiated. If the Parties agree, cross bumping will be allowed both ways.

Section 11. Geographic Area and Functional Unit.

For the purposes of this Article:

- a. Board of Parole and Post Prison Supervision. Geographic area shall be the location where the Parole Board operates its office.
- b. Department of Corrections. The two (2) geographic areas are defined as the area west of Cascade Mountain Range and the area east of the Cascade Mountain Range.
- c. Worksite/Functional Unit Definition. The worksite/functional unit is defined as the location where employee works. Worksites shall include all satellite buildings on the facility reservation under the same functional unit.
- d. Definition of Greater Salem Area. The greater Salem area is defined to include the following: SCI; OSP; OSCI; Central Health Services: Central Distribution: Central South Salem; Dome Building; Professional Development Unit and Office of Population Management.

Section 12. Secondary Recall Rights.

- a. Application. These rights apply to all employees in bargaining units represented by AFSCME at Central Table negotiations as well as the Department of Corrections and Board of Parole except employees who are laid off during initial trial service.

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

Corrections and Board of Parole bargaining units and geographic areas to which they are willing to be recalled.

2. Use of the Secondary Recall List.

- (A) After the exhaustion of the Agency Layoff List for a specific classification within a geographic area, the Secondary Recall List shall be used to fill all positions within a specific classification and geographic area consistent with Section (c) above, until such secondary list is exhausted.
- (B) To be eligible for appointment from the Secondary Recall List, a laid off employee on such list must meet the minimum qualifications for the classification and any special qualifications for the position.
- (C) Agencies shall utilize the Secondary Recall List to fill positions by calling for certifications from the list of the five (5) most senior employees who meet the minimum qualifications for the classification and any special qualifications for the position to be filled by selecting one (1) of the five (5) so certified. Seniority for this purpose shall be computed as described per the layoff article of each Agency's contract.
- (D) Where fewer than five (5) eligible employees remain on the Secondary Recall List, the Agency shall select one (1) of these employees who meets the minimum qualifications for the class and any special qualifications for the position.

3. Appointments/Refusals of Appointments from the Secondary Recall List.

- (A) A laid off employee on the Secondary Recall List who is offered an appointment from the list and refuses to accept the appointment shall have his/her name removed from the Secondary Recall List; however, an agency will not remove an employee's name from the Secondary Recall List where that individual had been a day shift employee and subsequently refuses the offer of a position with swing shift or night shift hours.
- (B) Employees appointed to positions from the Secondary Recall List shall have their names removed from their Agency Layoff List(s) and the Secondary Recall List.
- (C) Employees appointed to positions from the Secondary Recall List shall serve a trial service period not to exceed three (3) full months, except that employees hired into the Offender Information and

Sentence Unit as Prison Term Analysts (PTA) shall serve a trial service period consistent with the Department of Corrections agreement. Administration of the trial service period shall be consistent with the hiring Agency's contract. However, employees who fail to successfully complete this trial service period shall have their names restored to the Agency Layoff List(s) on which they previously had standing. Restoration to the Agency Layoff List(s) shall be for the remaining period of eligibility that existed at the time of appointment from the Secondary Recall List. An employee may also petition the DAS-Labor Relations Unit to also be restored to the Secondary Recall List for the remainder of the initial twenty-four (24)-month recall period where the trial service removal was not related to potential misconduct warranting an economic or dismissal sanction. In no instance shall the DAS-Labor Relations Unit's decision be grievable.

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

Section 13. Temporary Interruption of Employment.

When work is not available due to a temporary situation beyond the Agency's control, employees in the affected work unit may have their employment temporarily interrupted for up to fifteen (15) calendar days without this being considered a formal layoff under this Article. Temporary workload fluctuations will not be considered as justification for invoking this provision.

Should such a temporary interruption of employment occur, employees so affected will be allowed to use any form of accrued paid leave including vacation, compensatory time off, or personal leave or will be placed on leave without pay where the affected employee(s) have insufficient compensatory time to cover the period of interruption.

If limited work is available within the affected work unit, it will be offered to employees by seniority, within the affected classifications, during the period of the temporary interruption provided that if current seniority scores are available, those scores shall be utilized and if special skills are needed, this section shall not apply.

ARTICLE 45 - REVIEW OF CLASSIFICATION SERIES

Section 1.

It is agreed and understood that procedures for establishing new proposed classifications and for material revision of existing classifications will provide reasonable opportunity for review and input by the Union prior to implementation.

Section 2.

The Parties shall negotiate the salary range for new and materially revised classifications. Negotiations for the establishment of new salary ranges for such new or revised classification shall commence no later than thirty (30) days after the initial receipt by the Union of the new or revised class specifications and consistent with the requirements of ORS 243.698 et. seq.

Section 3.

Implementation of a salary adjustment or rate change agreed upon in the salary negotiations shall be effective the first of the month following legislative approval of the negotiated salary, unless otherwise specified in the negotiated agreement.

Section 4.

The Union may recommend classification studies to be conducted by the Department of Administrative Services, Human Resources Services Division including the reasons for the need for such studies.

ARTICLE 46 - RECLASSIFICATION PROCEDURE

The Parties shall use the following procedure to process reclassification requests.

Section 1.

The Agency shall furnish class specifications at the request of the Union or employee.

Section 2.

The employee will submit a completed official Position Description Form signed by the appointing Authority and a written explanation for the proposed reclassification request to the Agency's Classification and Compensation Unit and the local Human Resources Manager. The Union may deliver the employee's request along with all required documentation. The local Human Resource Manager will send a copy of the employee's request to the Union.

Section 3.

The Agency shall conduct a classification audit and review the merits of the request. Within sixty (60) days after receipt of reclassification request the Agency shall notify the Union of its decision. Before the Agency makes a final decision on the employee's request, upon the Union's request, the Agency's Classification/Compensation Unit will meet with the Union to present information supporting the requested reclassification. The Parties may extend the time limits by mutual, written agreement in those instances where the review process or other extenuating circumstances require additional time for analysis.

Section 4.

Any employee who is involuntarily reclassified or any employee whose reclassification request is denied may take the matter up as a grievance under [Article 51, Grievance and Arbitration](#), of this Agreement.

Section 5.

- a. Should the duties of the position support the proposed reclassification, the Agency shall make the determination whether to seek legislative approval for reclassification or remove the duties. If a reclassification request, as approved, does not receive the necessary legislative approval required by ORS 291.371, the Agency shall immediately change the duties of the employee to conform to the prior classification.
- b. Once a reclassification has been approved by the Classification/Compensation Unit of the Agency and its implementation is being held pending permanent financing, the employee will receive work out of classification pay. The work out of classification pay will be calculated to be the next higher rate of pay in the higher salary range, or the first (1st) step in the higher salary range, whichever is greater. The effective date for such payment shall be the first (1st) of the month following the date the Classification/Compensation Unit receives the request for reclassification.

Section 6.

The effective date of a reclassification implemented under this Article shall be the first of the month following the month in which the reclassification request was received by the Agency.

Section 7.

Any incumbent who has successfully performed for three (3) months the duties of the position reclassified shall be continued in the position.

Section 8.

Any employee reclassified downward will move into the new range at the step that is nearest the employee's current rate. The employee's anniversary date shall remain the same. If the employee's rate is above the highest step in the lower range, the employee shall receive no reduction in pay. Similarly, such employee shall not receive future salary adjustments until such time as the new range encompasses the employee's salary. At this time, the employee shall have a salary adjustment to the nearest step in the range. The employee shall also be placed on the Layoff List for the previously-held classification.

Section 9. Reclassification Upward.

Any employee reclassified upward shall move into the new range at the closest step that is higher than the employee's current rate. Anniversary date for future step increases

shall be established as the first of the month following the date the employee's request was received.

REV: 2015, 2017

ARTICLE 47 - EMPLOYEE RIGHTS

Section 1.

Off duty activities of employees will not subject them to disciplinary action by the Agency unless such activities are illegal or a conflict of interest with the employees' duties or the mission of the Agency.

Section 2.

Employees who are the subject of a formal Agency complaint or investigation shall be assured the following rights:

- a. The employee shall not be deprived of any of the employee's constitutional or civil rights guaranteed by the federal and State Constitutions and Laws.
- b. The employee, Union President and Council 75 Staff Representative shall be provided no less than twenty four (24) hours advance notice before any Agency investigatory interview. The notice shall include the nature of the complaint or charges before the employee is required to respond to questions concerning the complaint or charges where the Agency may suspend, reduce pay or dismiss the employee. This requirement shall not apply when: 1) the employee is under investigation for violations of the Controlled Substances Act, or, 2) where the employee under investigation for violations which are punishable as felonies or misdemeanors under Oregon law, 3) notification to the employee will jeopardize either the criminal or administrative investigation, or, 4) the Parties waive the notice requirements by mutual agreement. Such interview shall normally occur during employee paid time.
- c. If the employee is required to respond to a formal complaint or charge, the employee shall have the right to counsel and/or Union representation prior to and/or during the interview.
- d. The employee shall not be required to take or be subjected to any lie detector device as a condition of continued employment.
- e. Formal complaints or charges made to an employee which are not verified or proven shall not be recorded and placed in the employee's personnel file or used in any subsequent performance evaluation.

- f. The employee shall be notified verbally or in writing of the outcome of a formal investigation within fourteen (14) days after the completion of the investigatory process.
- g. Functional Unit management shall meet monthly with the Local Subchapter President and assigned Council 75 Representative to update them on the status of all ongoing investigations affecting security plus staff at their location.

REV: 2015

ARTICLE 48 - LIMITED DURATION APPOINTMENT

Section 1.

Persons may be hired for special studies or projects of uncertain or limited duration which are subject to the continuation of a grant, contract, award, or legislative funding for a specific project. Such appointments shall be for a stated period not exceeding two (2) years, except extended by legislative or Emergency Board action. Such appointment shall expire upon termination of the special study or projects.

Section 2.

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

Section 3.

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

- a. That the appointment is of limited duration.
- b. That the appointment may cease at any time.
- c. That persons who accept a limited duration appointment who were formerly classified state employees, from AFSCME, within the bargaining unit, are entitled to rights under the layoff procedure starting from the prior class within the Agency.
- d. That in all other respects, limited duration appointees have all rights and privileges of other classified employees including but not limited to wages, benefits, and Union representation under this Agreement.

ARTICLE 49 - PERSONNEL FILES

Section 1.

- a. An employee shall be provided with a copy of any report, correspondence or document of an adverse nature entered into the employee's official personnel file and supervisory working file. An employee's signature on any adverse report, correspondence or document shall not be construed to mean that the employee agrees with the content.
- b. An employee shall be entitled to prepare a written explanation regarding adverse materials placed in the employee's official personnel file. The employee's official personnel file. The employee's explanation shall be attached as part of the employee's official personnel record so long as the adverse materials remain in the file.
- c. An employee may include in his/her official personnel file a reasonable amount of relevant material such as letters of commendation, licenses, certificates, college course credits and other material which relates creditably on the employee. This material shall be retained for a minimum of three (3) years except that licenses, certificates, or college credit information may be retained so long as they remain valid and relevant to the employee's work.

Section 2.

Any file maintained by the agency regarding an employee except files pertaining to an investigation may be inspected by the employee, or any other employee with the written permission of the affected employee. No material of an adverse nature may be used against an employee unless the employee has viewed and signed the material or where the employee has refused to sign, the material has been annotated or witnessed that the employee refused to sign.

Section 3.

If any material reflecting critically on an employee is proven to be incorrect, it shall be removed from the employee's official personnel file and supervisory working file. Written reprimands will have no effect and shall be removed after two (2) years provided no incident of a similar nature has reoccurred in the intervening time. Other disciplinary actions will have no effect and shall be removed after three (3) years unless incidents of a similar nature have reoccurred in the intervening time. Early removal will be permitted when requested by the employee and approved by the Appointing Authority or designee.

ARTICLE 50 - DISCIPLINE AND DISCHARGE

Section 1.

The principles of progressive discipline shall be used when appropriate. No employee who has completed the initial trial service period shall be disciplined or dismissed without just cause.

Section 2.

- a. **Dismissal Appeals.** The dismissal (and pre-dismissal suspension without pay) of a regular status employee may be appealed by the Union directly to the Labor Relations Unit. The appeal must state the reasons for the appeal and be submitted to the Labor Relations Unit, in writing, within fourteen (14) calendar days from the effective date of the dismissal.
- b. **Reduction, Suspension and Demotion Appeals.** An employee reduced in pay, demoted, or suspended shall receive written notice of the discipline with the specific charges and facts supporting the discipline.

Section 3.

- a. The Agency will provide written notification to the Local's Subchapter President and the Council 75 Representative of any pre-disciplinary meeting that may involve an impending disciplinary action (suspension, pay reduction, demotion or dismissal) against an employee.
- b. A pre-disciplinary investigation shall be conducted with regard to a regular status employee against whom a charge is presented which potentially justifies discipline above a written reprimand. The Appointing Authority or designee shall provide notification to such an employee and to the Local Union President and Council Representative of the following: that potential cause for employee's discipline has arisen; the known complaints, facts, and charges; and that the employee will be afforded the opportunity to refute such charges or present mitigating circumstances at an informal meeting at a time and date set forth in the notice. Such notification shall include a copy of this Article. The employee may be suspended in accordance with current practice or be allowed to continue work during the period of investigation. The Appointing Authority will normally issue a final decision within twenty-one (21) calendar days after the meeting, or will notify the employee and the Union within that time when the decision can be expected. Extensions requested by the employee or the Union shall not count against the twenty-one (21) days.

Section 4.

In the event of a letter of reprimand, reduction in pay, dismissal, suspension, or demotion, the disciplinary letter shall be given to the employee at the time action is taken.

The Agency shall provide a copy of the disciplinary letter at the same time the employee receives the disciplinary letter if the Local Subchapter President/Council Representative is also at the meeting. If the Local Subchapter President/Council Representative is not present at the meeting, the Agency shall email the disciplinary letter upon completion of the meeting with the employee.

Section 5.

In the event it is necessary to immediately remove the employee from the premises, the written notice shall be provided within forty-eight (48) hours of the removal. The written notice shall include the complaint against the employee and the facts upon which the Agency relies in support of the complaint.

Section 6.

Upon the request of any employee who is called to an investigatory meeting or a meeting which may result in discipline being imposed upon the employee, the employee shall be entitled to the presence of a Union Representative. Should an employee be demoted or discharged by the Agency, a Union Representative will be made aware of the action and allowed to be present prior to the Agency talking to the employee. Should the employee not desire Union representation at the meeting, the employee may request the Union Representative leave prior to the start of the meeting.

Section 7.

A Union Representative shall have the right to discuss with appropriate management staff any disciplinary action imposed, at the affected employee's written request, with or without the employee's presence.

Section 8.

If the Agency places an employee on administrative leave with pay pending completion of an investigation, the employee shall not receive shift or weekend differential if the employee is placed on day shift with Monday-Friday schedule. If the Agency does not impose serious discipline including an economic sanction and returns the employee to work, the Agency shall reimburse the employee for the shift and weekend differential they would have received had they not been placed on administrative leave with pay.

REV: 2015

ARTICLE 51 - GRIEVANCE AND ARBITRATION

Section 1.

Grievances are defined as acts, omissions, applications of interpretations alleged to be violations of the terms and conditions of this Agreement. Employees shall meet with the immediate supervisor informally. If such problems cannot be resolved, the employee may avail themselves of the following procedure. A grievance shall not be expanded upon after the grievance has been filed with Step 3 of the grievance procedure.

Section 2.

Dismissal appeals are subject to the grievance and arbitration procedure pursuant to the expedited procedures described in [Article 50, Discipline and Discharge](#). All other disciplinary actions and refusal/withholding of merit step increase shall follow the steps outlined in this Article.

Step 1. The employee, and/or Union Representative will contact their section manager or designee to meet and discuss alleged contract violations prior to filing a written grievance at Step 2.

Step 2. If the issue is unresolved, the Union will submit a written grievance containing the date of occurrence, the act or omission that created the grievance, the Section violated, and the remedy desired within thirty (30) days of the alleged occurrence. The designated appointing authority's response shall be due in writing within fifteen (15) calendar days of receipt of the grievance.

Step 3. If the grievance is not resolved at Step 2, the Union may request review of the grievance by the Labor Relations Administrator or designee within fifteen (15) days after receiving the response from Step 2. A response from the Labor Relations Administrator or designee shall be given within fifteen (15) calendar days of the Union's appeal to Step 3, unless otherwise agreed to in writing.

Step 4. If the grievance is not resolved by the Agency at Step 3, the Union may appeal the grievance to the Labor Relations Unit of the Department of Administrative Services in writing within fifteen (15) calendar days of receipt of the designated appointing authority's response that such response is not acceptable. For purposes of this Article, an appeal in writing can be delivered by first class registered or certified mail, postage prepaid, by fax or by electronic mail to the Labor Relations Unit email address (LRU@oregon.gov). A meeting will be held between the Parties to mutually share information about the grievance and may discuss options for resolution. The Labor Relations Unit shall respond in writing to the grievance within fifteen (15) calendar days of receipt of the grievance.

Step 5. If the grievance is not resolved at the Labor Relations Unit within fifteen (15) calendar days of the Step 4 notice or as otherwise mutually agreed to in writing, the Union shall notify the Department of Administrative Services in writing that it desires arbitration of the grievance. Either party may request from the Employment Relations Board a list of nine (9) qualified arbitrators. Whomever sends the arbitration request to the Employment Relations Board will send a copy of the request letter to the other party. Within fifteen (15) calendar days of receipt of the Employment Relations Board list of arbitrators or upon mutual agreement, the Parties shall select an arbitrator. Selection of an arbitrator shall be started with the flip of a coin. The party that loses the flip of the coin will strike the first name from the list. Each party shall thereafter alternatively strike names

until a final arbitrator remains. The arbitrator selected will hear the case pursuant to Section 3 of this Article.

Section 3. Arbitrations.

- a. The Employer or Union shall send a letter to the arbitrator selected for the hearing. The letter shall include the request for a list of potential dates including the three (3) month period beginning the second full month after receipt of the notice of intent to arbitrate. When the arbitrator originally selected is unable to schedule a hearing within the three (3) month period, the Parties may request from the Employment Relations Board a new list of arbitrators. In cases where the Parties agree to consolidate cases, the arbitrator assigned to handle the first case will also be assigned to handle the other case(s).
- b. Arbitrators will use cancellation days and any unused scheduled days for writing awards on any outstanding cases under this agreement. Cancellation fees will be applied toward any writing days.

Section 4.

The Parties agree that the decision or award of the arbitrator shall be final and binding on each of the Parties and that they will abide thereby. The Parties do not waive any right of review provided by law. The arbitrator shall have no authority to add to or subtract from or change any of the terms of the Agreement, except for salaries on new classifications. The arbitrator's award shall be due to the Parties within thirty (30) days of the close of the hearing.

Section 5.

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

Section 6.

Grievances shall be reduced to writing and submitted on the form identified as an AFSCME Grievance Form.

Section 7.

Time limits specified in this procedure must be observed unless either party requests a specific extension of time which, if agreed to, shall be stipulated in writing and shall become part of the grievance record. If management fails to issue a response within the time limits set forth in this Article, the grievance may be advanced to the next step of the grievance procedure.

Section 8.

Subsequent to an arbitration request and prior to the assignment of an arbitrator, mediation may be scheduled and conducted by the Employment Relations Board Conciliation Service if both Parties agree. Mediation is not a mandatory step in the grievance procedure.

Section 9.

Group grievances filed by the Union that cover two (2) or more bargaining unit employees at a specific institution shall be filed at Step 1 of the grievance procedure. Group grievances filed by the Union that cover all bargaining unit employees shall be filed at Step 3 of the grievance procedure, provided that the grievance may be deemed timely filed if the Union obtains proof of submission to a superintendent or designee.

Section 10. Expedited Arbitration.

- a. Upon mutual agreement, the Employer and Union may agree to use this expedited procedure in this Section of the Article to hear a grievance. The procedure outlined in this section will not be used for dismissals, statewide group grievances and grievances with issues of arbitrability.
- b. The Parties shall develop a stipulation of facts and affidavits whenever possible and when mutually agreed upon.
- c. Case presentation will be limited to opening statements, brief recitation of facts, witness testimony and closing oral arguments. No post hearing briefs will be filed. The hearing will be completed within one (1) business day unless otherwise agreed to by the Parties. The arbitrator may issue at his/her discretion, a bench decision at the conclusion of the hearing or may issue a written award no later than seven (7) days from the close of the hearing.
- d. All decisions shall be final binding on the Parties. An award will be non-precedential if mutually agreed upon before the hearing starts. The arbitrator's award shall be based on the record and shall include a brief explanation for the basis of the award.

REV: 2015

ARTICLE 52 - GENERAL PROVISIONS

Section 1. Relocation of Positions/Transfers.

In instances, where, for the good of the Agency, a position needs to be permanently relocated to another institution/work site, the Agency shall first seek volunteers from that affected work unit. If an employee volunteers for such a relocation, that employee will be transferred. If more than one (1) employee volunteers for the relocated position, the most senior employee within that classification within that work unit will be selected. If no

employee volunteers, the least senior employee within that classification within that work area will be the employee transferred. The employee shall be transferred to another AFSCME bargaining unit, if possible.

For purposes of this section, seniority shall be defined as continuous bargaining unit time in the employee's classification. In addition, work unit shall be defined as the cost center associated with the function of that unit.

Section 2. Withdrawal of Resignation.

An employee who has given notice of resignation has up to twenty-four (24)-clock hours during which to rescind the resignation.

Beyond the twenty-four (24)-hour period, the resignation may be withdrawn only with the approval of the Appointing Authority.

ARTICLE 53 - STRESS/CAREER COUNSELING

Section 1.

Any employee, during the performance of the employee's work, who is seized and detained by force or threat, shall be allowed reasonable time off immediately after the incident to recover from any physical or psychological disability caused by the action. Any period of time beyond one (1) day necessary for purposes of readjustment shall be determined by the employee's physician or psychiatrist subject to verification by a physician or psychiatrist of the Agency's choice.

Section 2.

Such leave shall be charged against any accumulated time the employee has earned; however, where an employee is receiving compensation through Workers' Compensation or other victim compensation relief, such charges will be on a pro rata basis not to exceed the employee's regular salary.

Section 3.

Where an employee who has established a good work record develops improper work habits or excessive absenteeism, which may be evidence of job stress, the Agency shall attempt to establish the reasons behind the employee's poor work habits and shall counsel with the employee in an attempt to aid the employee in developing a program to begin improving those habits. Any admissions of the employee of wrong doing, which are brought out during such counseling sessions, shall not later be used against the employee in any subsequent disciplinary procedure unless otherwise proven. The Agency shall post and keep current all available educational programs, seminars, and workshops relating to stress management.

ARTICLE 54 - TELECOMMUTING

Telecommuting within the bargaining unit will be consistent with Department and Agency policy. Telecommuting will be by mutual agreement. Telecommuting may require a flexible schedule as defined in [Article 25](#). There shall be a written agreement between the Parties outlining the parameters of the telecommuting assignment. Either party may terminate the telecommuting agreement with seven (7) days notice. Neither party shall waive their contractual rights or obligations under the collective bargaining agreement as the result of the telecommuting agreement.

ARTICLE 55 – APPEALS PROCESS FOR NEW CLASSIFICATIONS

Section 1.

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

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

- a. The purpose of the position shall be determined by the statement of purpose and assigned duties of the position description and other relevant evidence of duties assigned by the Agency,
- b. The concept of the proposed classification shall be determined by the general description and distinguishing features of its class specifications, and,
- c. The overall duties, authority and responsibilities of the position shall be determined by the position description signed by the appointing authority and other relevant evidence of duties assigned by the Agency. This decision shall be made within thirty (30) calendar days of receipt of the appeal and provided to the affected employees

Section 2.

If denied, the Union may appeal the Agency's decision in writing to the Department of Administrative Services Labor Relations Unit within fifteen (15) calendar days of receipt of the written denial. The appeal will be considered by the Employer designee (or an alternate) and the Union designee (or an alternate) who shall form the committee charged

with the responsibility to consider appeals and make decisions which maintain the integrity of the classification system by correctly applying the classification specifications. Additionally, the committee may utilize two (2) resources persons, one (1) designated by each party, to provide technical expertise concerning a specific series. The committee will attempt to resolve the matter jointly determining whether the current or proposed classification more accurately depicts the overall assigned duties, authorities and responsibilities of the position using the criteria specified above.

In this process each of the designees may identify one (1) alternate classification that he/she determines most accurately depicts the purpose of the position and overall assigned duties. If an alternate classification is identified, both the Union and Labor Relations Unit shall be notified. If the Parties concur that shall end the allocation appeal. In the event the committee concludes that the proposed or alternate classification is more appropriate, the Agency retains the right to modify the work assignment on a timely basis to make it consistent with the Agency's allocation.

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

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

Section 3.

The decision of the designees shall be binding on the Parties. However, the Agency may elect to remove/modify duties at any point during the process.

Section 4.

If the appeals committee cannot make a decision, the Union may request final and binding arbitration by a written notice to the Labor Relations Unit within the next forty-five (45) calendar day period. Each party may go forward with only one (1) classification. Each party may choose to take to arbitration either the current classification class appealed to, or an alternate classification identified by a committee member. The arbitrator shall allow the decision of the Agency to stand unless he/she concludes that the proposed classification more accurately depicts the overall assigned duties, authority and responsibilities of the position.

Section 5.

Where a position is vacated after the filing of the initial appeal, the Union may continue the appeal process and such appeals will be reviewed by the committee only after the review of all filled positions appeals is completed and where the Agency indicates that no change in duties is anticipated prior to refilling the position.

Section 6.

This process terminates upon completion of the allocation process.

ARTICLE 56 – POSITION DESCRIPTIONS AND PERFORMANCE EVALUATIONS

Section 1. Position Descriptions.

Individual position descriptions shall be reduced to writing and delineate the duties currently assigned to an employee's position. A dated copy of the position description shall be given to the employee upon assuming the position and when the position description is amended before the effective date of the change. Employees may provide comments to the Agency on the amendments. The individual position description shall be reviewed at the time of the performance evaluation. Nothing contained herein shall compromise the right or the responsibility of the Agency to assign work consistent with the classification specifications.

Section 2. Performance Evaluations.

When a performance evaluation is completed on an employee the supervisor shall discuss the performance evaluation with the employee. The employee shall sign the evaluation and that signature shall only indicate the employee has read the evaluation. The employee shall have the opportunity to provide their comments to be attached to the performance evaluation. A copy of the evaluation shall be given to the employee. Performance evaluations shall be conducted in a confidential setting. The performance evaluation and the employee comments if any, will be maintained in the employee's official personnel file. An employee may request a performance evaluation to be completed. No more than one (1) evaluation will be completed per year.

Section 3. Grievance Procedure.

The intent of performance evaluations shall not be subject to the grievance and arbitration procedure in this agreement. The performance evaluation shall not be used for the purpose of disciplinary action.

ARTICLE 57 – LETTERS OF EXPECTATION

Section 1.

The Parties recognize that Letters of Expectation are non-disciplinary so as to document non-disciplinary counseling or an employee and ensure his/her awareness and adherence to relevant rules, policies and procedures.

Section 2.

The Agency will place these letters in the supervisory working files for the employee. Such letters shall be removed upon an employee's annual performance evaluation or a period of one (1) year if no similar issues occur.

Section 3.

Letters of Expectation will include a reference to this Article. The employee can provide a copy of the letter to the Union and/or consult with the Union Steward of their work unit, Local Subchapter President or Council 75 Representative.

REV: 2015

LETTER OF AGREEMENT #1 - AGENCY PAYMENT FOR DOCTOR'S CERTIFICATE

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

The Parties agree to the following:

If an employee is on a written notice for attendance issues, and where the Agency requires the employee to provide a doctor's medical certification, the Agency will pay for the employee's insurance co-payment.

This agreement becomes effective on the date the 2017-2019 agreement becomes effective. Expires June 30, 2019 except if the Parties agree to extend these provisions.

**LETTER OF AGREEMENT #2- ARTICLE 12 – PART-TIME MEDICAL PREMIUM
INSURANCE COMPUTATION AND SUBSIDY**

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

The purpose is to clarify the Employer's obligation for medical premium payments for employees working less than full-time.

This Agreement replaces all other Letters of Agreement in effect on the same subject.

1. For Plan Years 2018-2019, the Employer will pay ninety-five percent (95%) and the employee will pay five percent (5%) of the monthly premium as determined by PEBB. For employees who enroll in a medical plan that is at least ten percent (10%) lower in cost than the monthly premium rate for the highest cost medical plan available to the majority of employees, the Employer shall pay ninety-nine percent (99%) of the monthly premium for PEBB health, vision, dental and basic life insurance benefits and the employee shall pay the remaining one percent (1%).

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

Part Time Employees Insurance:

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

In addition, there shall be a subsidy based on the employee's coverage tier, for Plan Year 2017 consisting of one (1) of the following monthly amounts:

Employee Only	\$280.37
Employee & Spouse/Partner	\$462.61
Employee & Children	\$392.52
Employee & Family	\$560.75

Part-time subsidy amounts for 2018 and 2019 will consist of one (1) of the following amounts:

Employee Only	\$226.00
Employee & Spouse/Partner	\$452.00
Employee & Children	\$384.20
Employee & Family	\$610.20

Part-time Insurance Electing Full-Time Insurance:

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

LETTER OF AGREEMENT #3 - FLEX TIME

This agreement is between the State of Oregon, acting through its Department of Administrative services (Employer) on behalf of the Department of Corrections (Agency) and AFSCME Council 75 (Union).

The purpose of this Agreement is to codify the use of flex time in work scheduling.

This Agreement does not apply to employees who bid shifts and days off and who require/provide relief.

The Parties agree to the following:

1. The Parties agree to a flexible work schedule for employees at the discretion of management. Overtime, for purposes of this Agreement, will only be paid for work in excess of forty (40) hours per week. The definition of overtime pursuant to this Agreement is as follows: 'overtime for employees working a flexible work schedule is time in excess of forty (40) hours per workweek.'
2. A flexible work schedule is defined as follows: 'A flexible work schedule is a schedule which may vary the number of hours worked on a daily basis and the sequencing of these hours but does not exceed forty (40) hours in a workweek as defined in [Article 25](#) Section 1 and which is agreed upon in advance by the employee and the supervisor. The flexing of an employee work schedule shall take place within the same workweek.'
3. Use of the flexible work schedule shall be limited to infrequent, irregular use of special occasions and not as a fixed schedule.
4. A flexible work schedule applies only if the Agency approves the flexible work schedule request. Request must be in writing to the employee's immediate supervisor.
5. Nothing in the Agreement changes the authority of ability of the Agency to change an employee's work schedule to meet Agency operating needs in accordance with applicable provisions of the Collective Bargaining Agreement.
6. This Agreement does not establish any additional obligations on the Employer, Agency or the Union to negotiate different workweek or overtime work definitions for other bargaining unit employees.
7. This agreement becomes effective upon the signing of the 2017-2019 agreement and expires June 30, 2019 except if the Parties agree to extend these provisions.

LETTER OF AGREEMENT #4 – ISS LEADWORK DIFFERENTIAL

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

The purpose of this Agreement is to establish a leadwork differential for employees assigned leadwork duties whose position is in the Information Services Specialist classification series where such duties are not in the position's classification.

The Parties agree to the following:

1. Leadwork differential shall be defined as a differential for employees who have been formally assigned by their supervisor, in writing, 'leadwork' duties over two (2) or more employees in the same or lower classification inside of the Information Services Specialist class series for ten (10) consecutive calendar days or longer. Leadwork is where, on a recurring daily basis, while performing essentially the same duties as the employees led, the employee has been directed to perform substantially all of the following functions: to orient new employees, if appropriate; assign and reassign tasks to accomplish prescribed work efficiently; give direction to employees concerning work procedures; transmit established standards of performance to employees; review work of employees to conform to standards; and provide informal assessment of employees' performance to the supervisor.
2. The differential shall be five percent (5%) beginning from the first (1ST) day the duties were formally assigned in writing for the full period of the assignment.
3. Leadwork differential shall not be computed at the rate of time and one half (1½) for the time worked in an overtime or holiday work situation, or to effect a 'pyramiding' of work out of class payment.
4. Leadwork differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.
5. The employees who believe they are performing the duties of a leadworker as defined in section 1, may request a review of the duties as follows:
 - a. The employee shall notify their supervisor and appropriate Personnel Officer, in writing for a review.
 - b. The supervisor, on behalf of the Agency, will respond to the employee in writing, within fifteen (15) calendar days from the date of notification.
 - c. If it is the Agency's determination that the leadwork duties were assigned, the leadwork differential will be effective the date the employee notified the supervisor.

- d. If the Agency determines that the duties are not leadworker or wishes to remove the duties, the employee will be notified as noted in 'b' of this Article.
6. When the Agency chooses to offer a leadwork assignment, the Agency will notify employees in the applicable work unit for five (5) work days by bulletin board, electronic bulletin board, email or handed out to employees. Employees will be invited to submit a memorandum of interest for the assignment and such memorandum will be sent to his/her immediate supervisor. The Agency will review and consider all qualified employees for the assignment.
7. An employee will not be eligible for leadwork differential when his/her position is in a classification that includes leadwork duties.
8. This Agreement shall be used in place of [Article 21 \(Leadwork Differential\)](#) of the 2017-2019 State of Oregon/AFSCME Security Plus Unit Agreement when addressing the subject of leadwork duties and differential.
9. This Agreement does not require the Parties to bargain additional agreements to cover other work units inside of the Agency.
10. This Agreement does not establish a precedent in the bargaining of the language of this Agreement to expand to other work units.
11. This Agreement becomes effective on the date of the last signature below and automatically terminates on June 30, 2019.

LETTER OF AGREEMENT #5 – ARTICLE 25 - SRCI FOOD SERVICE
COORDINATORS MANDATORY OVERTIME ASSIGNMENT PROCEDURE

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the Department of Corrections (Agency) at Snake River Correctional Institution (Institution) and AFSCME Council 75 (Union).

The purpose of this Agreement is to establish a mandatory overtime assignment procedure for Food Service Coordinators at the Institution.

The Parties agree to the following:

1. If management determines there is a need for overtime to be worked, the Institution will first (1st) solicit volunteers. Using the volunteer list, volunteer call at home list and doing two (2) all calls approximately ten (10) minutes apart over the radio for volunteers. In the event there is not a Food Service Manager available, the all call will be made by the OIC or another Manager.
2. If there are no volunteers to work overtime, the overtime will be assigned using the mandatory overtime (bucket) list. The list shall be administered in the following manner:
 - a. Employee names will be placed on the list in alphabetical order.
 - b. The mandatory overtime list will be published toward the beginning of each shift and sent out via email by Food Service Management, or in the absence of Food Service Management, the overtime list will be sent out by the Lead Coordinator.
 - c. When overtime needs to be assigned the Institution will assign the employee on the top of the list.
 - d. An employee shall receive credit for working mandatory overtime as follows:
 - i. Being assigned to work any part of the following shift on mandatory overtime.
 - ii. Being listed as number one (1) on the mandatory overtime list for the day regardless if the employee worked overtime on the following shift or not.
 - iii. If an employee calls in on their bucket day their name will remain on the top of the bucket list the following day.
 - e. Employees will not be assigned mandatory overtime (bucketed) on their 'Friday'.
 - f. No employee shall be required to work more than sixteen (16) hours of mandatory overtime per week unless there is a valid cause.
3. This Agreement replaces any practices that existed before the effective date of this Agreement on the assignment of mandatory overtime.
4. This Agreement becomes effective fourteen (14) calendar days after the date of the last signature below and terminates June 30, 2019.

APPENDIX A – DAS POLICIES
DEPARTMENT OF ADMINISTRATIVE SERVICES
CHIEF HUMAN RESOURCES OFFICE POLICIES APPLICABLE TO BARGAINING
UNIT

Policy Name	Policy Number
Employee Personnel Records	10.011.01
Support of Employee's Work and Family Needs	10.030.02
Support of Employee's Participation in Mentoring Program	10.030.03
Job Evaluation and Position Benchmarks	20.000.05
Fair Labor Standards Act	20.005.20
Current Employee Relocation	40.055.10
New Employee Relocation	40.055.20
Discrimination and Harassment Free Workplace	50.010.01
Violence Free Workplace	50.010.02
Maintaining a Professional Workplace	50.010.03 ¹
Workplace Effects of Domestic Violence, Sexual Assault and Stalking	50.010.04
Reinstatement and Reemployment of Injured Workers	50.020.03
Early Return to Work of Injured Workers	50.020.05
Telecommuting	50.050.01
Statutory Required Leaves With and Without Pay	60.000.12
Family Medical Leave	60.000.15
Military Leave	60.000.25 ²

1 Pursuant to an agreement during the 2007 negotiations, this policy already applies to the bargaining unit.
 See Article 9, Section 5 of the agreement.

2 There is also a 2005 grievance settlement that affects implementation of this policy.

APPENDIX B - COMPENSATION PLAN

CLASS #	CLASS TITLE	SALARY RANGE
C1215	ACCOUNTANT 1	21
C1216	ACCOUNTANT 2	23
C1217	ACCOUNTANT 3	27
C1218	ACCOUNTANT 4	30
C0210	ACCOUNTING TECHNICIAN 1	13
C0211	ACCOUNTING TECHNICIAN 2	17
C0212	ACCOUNTING TECHNICIAN 3	19
C0107	ADMINISTRATIVE SPECIALIST 1	17
C0108	ADMINISTRATIVE SPECIALIST 2	19
C4417	AUTOMOTIVE SERVICE TECHNICIAN	11
C4418	AUTOMOTIVE TECHNICIAN 1	17
C4419	AUTOMOTIVE TECHNICIAN 2	21
C6534	BEHAVIOR HEALTH SPECIALIST 2	26
C6531	BEHAVIORAL HEALTH SPECIALIST 1	23
C6535	BEHAVIORAL HEALTH SPECIALIST 3	29
C4003	CARPENTER	22
C6128	CERTIFIED MEDICATION AIDE	16
C6680	CHAPLAIN	23
C6268	CLINICAL DIETICIAN	23
C2167	COMMUNICATIONS SYS ANALYST 1	22
C2168	COMMUNICATIONS SYS ANALYST 2	25
C2169	COMMUNICATIONS SYS ANALYST 3	27
C2171	COMMUNICATIONS SYS ANALYST 4	29
C3265	CONSTRUCTION INSPECTOR	27
C3267	CONSTRUCTION PROJECT MANAGER 1	27
C3268	CONSTRUCTION PROJECT MANAGER 2	30
C2219	CORRECTION LIBRARY COORDINATOR	17
C6783	CORRECTIONAL COUNSELOR	25
C6781	CORRECTIONAL COUNSELOR/ENTRY	19
C1519	CORRECTIONAL HEARINGS OFFICER	28
C9120	CORRECTIONS FOOD SERV COORD	18
C6518	CORRECTIONS RECREATION SPEC 1	17
C6519	CORRECTIONS RECREATION SPEC 2	19
C4103	CUSTODIAL SERVICES COORDINATOR	13
C4101	CUSTODIAN	9
C6391	DENTAL ASSISTANT	15
C6394	DENTAL ASSISTANT 2	16
C6396	DENTAL HYGIENIST	26
C6393	DENTAL TECHNICIAN	15

C5237	DEPT/CORRECTIONS INSPECTOR 1	21
C5238	DEPT/CORRECTIONS INSPECTOR 2	26
C2350	DIAGNOSTICIAN	22
C6271	DIETICIAN 2	26
C4007	ELECTRICIAN 1	22
C4008	ELECTRICIAN 2	26
C4009	ELECTRICIAN 3	28
C4050	ELECTRONIC SECURITY TECH 1	24
C4051	ELECTRONIC SECURITY TECH 2	26
C0118	EXECUTIVE SUPPORT SPECIALIST 1	17
C0119	EXECUTIVE SUPPORT SPECIALIST 2	19
C4033	FACILITY ENERGY TECHNICIAN 2	20
C4034	FACILITY ENERGY TECHNICIAN 3	24
C4012	FACILITY MAINTENANCE SPEC	18
C4014	FACILITY OPERATIONS SPEC 1	24
C4015	FACILITY OPERATIONS SPEC 2	26
C1243	FISCAL ANALYST 1	23
C1244	FISCAL ANALYST 2	27
C1245	FISCAL ANALYST 3	30
C4409	GENERAL MAINTENANCE MECHANIC	19
C4109	GROUNDS MAINTENANCE WORKER 1	14
C4110	GROUNDS MAINTENANCE WORKER 2	17
C0015	HEALTH INFORMATION SPECIALIST	18
C6138	HEALTH SERVICES TECHNICIAN	17
C6606	HUMAN SERVICES ASSISTANT 2	14
C1481	INFO SYSTEMS SPECIALIST 1	15
C1482	INFO SYSTEMS SPECIALIST 2	18
C1483	INFO SYSTEMS SPECIALIST 3	21
C1484	INFO SYSTEMS SPECIALIST 4	23
C1485	INFO SYSTEMS SPECIALIST 5	26
C1486	INFO SYSTEMS SPECIALIST 6	28
C1487	INFO SYSTEMS SPECIALIST 7	31
C1488	INFO SYSTEMS SPECIALIST 8	33
C6214	INSTITUTION REGISTERED NURSE	28N
C5618	INTERNAL AUDITOR 3	31
C5231	INVESTIGATOR 1	19
C5232	INVESTIGATOR 2	21
C5233	INVESTIGATOR 3	25
C0405	MAIL SERVICES ASSISTANT	10
C6255	NURSE PRACTITIONER	33
C0102	OFFICE ASSISTANT 2	9
C0801	OFFICE COORDINATOR	15

C0103	OFFICE SPECIALIST 1	11
C0104	OFFICE SPECIALIST 2	15
C0870	OPERATIONS & POLICY ANALYST 1	23
C0871	OPERATIONS & POLICY ANALYST 2	27
C0872	OPERATIONS & POLICY ANALYST 3	30
C0873	OPERATIONS & POLICY ANALYST 4	32
C4001	PAINTER	22
C6260	PHARMACIST	37
C6263	PHARMACIST 2	39
C6261	PHARMACIST RESIDENT	21
C6387	PHARMACY CLERK & TECH 1	12
C6388	PHARMACY CLERK & TECH 2	14
C6385	PHARMACY TECHNICIAN 1	12
C6386	PHARMACY TECHNICIAN 2	14
C4039	PHYSCL/ELECTRNC SECRTY TECH 3	24
C6257	PHYSICIAN'S ASSISTANT	33
C4005	PLUMBER	24
C0436	PROCUREMENT & CONTRACT SPEC 1	23
C0437	PROCUREMENT & CONTRACT SPEC 2	27
C0438	PROCUREMENT & CONTRACT SPEC 3	29
C0435	PROCUREMENT AND CONTRACT ASST	19
C0860	PROGRAM ANALYST 1	23
C0861	PROGRAM ANALYST 2	27
C0854	PROJECT MANAGER 1	26
C0855	PROJECT MANAGER 2	29
C6256	PSYCHIATRIC NURSE PRACTITIONER	34
C6720	PSYCHIATRIC SOCIAL WORKER	26
C0321	PUBLIC SERVICE REP 1	9
C0322	PUBLIC SERVICE REP 2	11
C0323	PUBLIC SERVICE REP 3	15
C0324	PUBLIC SERVICE REP 4	19
C6348	RADIOLOGIC TECHNOLOGIST	19
C1115	RESEARCH ANALYST 1	19
C1116	RESEARCH ANALYST 2	22
C1117	RESEARCH ANALYST 3	26
C1118	RESEARCH ANALYST 4	30
C1345	SAFETY SPECIALIST 1	23
C1346	SAFETY SPECIALIST 2	27
C6612	SOCIAL SERVICE SPECIALIST 1	24
C0150	STUDENT PROF/TECH WORKER	11
C0758	SUPPLY SPECIALIST 1	14
C0759	SUPPLY SPECIALIST 2	20

C6298	TEST COORDINATOR	16
C1338	TRAINING & DEVELOPMENT SPEC 1	23
C1339	TRAINING & DEVELOPMENT SPEC 2	27
C4401	TRUCK DRIVER 1	17
C4402	TRUCK DRIVER 2	20
C4020	WELDER 1	20
C4021	WELDER 2	24
C0530	WORD PROCESSING TECHNICIAN 1	11
C0531	WORD PROCESSING TECHNICIAN 2	13
C0532	WORD PROCESSING TECHNICIAN 3	15

APPENDIX C – SALARY SCHEDULE

SALARY SCHEDULE October 1, 2018									
RANGE	1	2	3	4	5	6	7	8	9
9	2341	2438	2526	2613	2715	2815	2927	3054	0
10	2438	2526	2613	2715	2815	2927	3054	3191	0
11	2526	2613	2715	2815	2927	3054	3191	3333	0
12	2613	2715	2815	2927	3054	3191	3333	3489	0
13	2715	2815	2927	3054	3191	3333	3489	3651	0
14	2815	2927	3054	3191	3333	3489	3651	3820	0
15	2927	3054	3191	3333	3489	3651	3820	4007	0
15I	2750	2867	2986	3117	3263	3421	3582	3751	3930
16	3054	3191	3333	3489	3651	3820	4007	4197	0
17	3191	3333	3489	3651	3820	4007	4197	4381	0
18	3333	3489	3651	3820	4007	4197	4381	4582	0
18I	3180	3331	3488	3653	3826	4010	4200	4404	4618
19	3489	3651	3820	4007	4197	4381	4582	4807	0
20	3651	3820	4007	4197	4381	4582	4807	5046	0
21	3820	4007	4197	4381	4582	4807	5046	5279	0
21I	3647	3821	4005	4192	4394	4600	4816	5045	5284
22	4007	4197	4381	4582	4807	5046	5279	5534	0
23	4197	4381	4582	4807	5046	5279	5534	5795	0
23I	3960	4150	4343	4554	4765	4993	5229	5475	5732
24	4381	4582	4807	5046	5279	5534	5795	6116	0
25	4582	4807	5046	5279	5534	5795	6116	6369	0
26	4807	5046	5279	5534	5795	6116	6369	6680	0
26I	4426	4637	4856	5088	5330	5583	5848	6127	6419
26W	4807	5046	5279	5534	5795	6116	6369	6680	7002
27	5046	5279	5534	5795	6116	6369	6680	7002	0
28	5279	5534	5795	6116	6369	6680	7002	7338	0
28I	4737	4962	5199	5448	5707	5977	6259	6552	6862
28N	5132	5374	5625	5890	6170	6464	6770	7092	7430
29	5534	5795	6116	6369	6680	7002	7338	7692	0
30	5795	6116	6369	6680	7002	7338	7692	8061	0
31	6116	6369	6680	7002	7338	7692	8061	8447	0
31I	5248	5501	5765	6035	6320	6623	6940	7270	7615
32	6369	6680	7002	7338	7692	8061	8447	8853	0
33	6680	7002	7338	7692	8061	8447	8853	9278	0
33I	5726	5999	6283	6582	6896	7224	7567	7926	8301
34	7002	7338	7692	8061	8447	8853	9278	9723	0
37	8061	8447	8853	9278	9723	10193	10682	11197	0
39	8853	9278	9722	10190	10679	11193	11730	12293	0

SALARY SCHEDULE June 15, 2018

RNG	RATE1	RATE2	RATE3	RATE4	RATE5	RATE6	RATE7	RATE8	RATE9
9	2364	2462	2551	2639	2742	2843	2956	3085	0
10	2462	2551	2639	2742	2843	2956	3085	3223	0
11	2551	2639	2742	2843	2956	3085	3223	3366	0
12	2639	2742	2843	2956	3085	3223	3366	3524	0
13	2742	2843	2956	3085	3223	3366	3524	3688	0
14	2843	2956	3085	3223	3366	3524	3688	3858	0
15	2956	3085	3223	3366	3524	3688	3858	4047	0
15I	2778	2896	3016	3148	3296	3455	3618	3789	3969
16	3085	3223	3366	3524	3688	3858	4047	4239	0
17	3223	3366	3524	3688	3858	4047	4239	4425	0
18	3366	3524	3688	3858	4047	4239	4425	4628	0
18I	3212	3364	3523	3690	3864	4050	4242	4448	4664
19	3524	3688	3858	4047	4239	4425	4628	4855	0
20	3688	3858	4047	4239	4425	4628	4855	5096	0
21	3858	4047	4239	4425	4628	4855	5096	5332	0
21I	3683	3859	4045	4234	4438	4646	4864	5095	5337
22	4047	4239	4425	4628	4855	5096	5332	5589	0
23	4239	4425	4628	4855	5096	5332	5589	5853	0
23I	4000	4192	4386	4600	4813	5043	5281	5530	5789
24	4425	4628	4855	5096	5332	5589	5853	6177	0
25	4628	4855	5096	5332	5589	5853	6177	6433	0
26	4855	5096	5332	5589	5853	6177	6433	6747	0
26I	4470	4683	4905	5139	5383	5639	5906	6188	6483
26I	4470	4683	4905	5139	5383	5639	5906	6184	0
26W	4855	5096	5332	5589	5853	6177	6433	6747	7072
27	5096	5332	5589	5853	6177	6433	6747	7072	0
28	5332	5589	5853	6177	6433	6747	7072	7410	0
28I	4784	5012	5251	5502	5764	6037	6322	6618	6931
28N	5183	5428	5681	5949	6232	6529	6838	7163	7504
29	5589	5853	6177	6433	6747	7072	7411	7769	0
30	5853	6177	6433	6747	7072	7411	7769	8142	0
31	6177	6433	6747	7072	7411	7769	8142	8531	0
31I	5300	5556	5823	6095	6383	6689	7009	7343	7691
32	6433	6747	7072	7411	7769	8142	8531	8942	0
33	6747	7072	7411	7769	8142	8531	8942	9371	0
33I	5783	6059	6346	6648	6965	7296	7643	8005	8384
34	7072	7411	7769	8142	8531	8942	9371	9820	0
37	8142	8531	8942	9371	9820	10295	10789	11309	0
39	8942	9371	9819	10292	10786	11305	11847	12416	0

**SALARY SCHEDULE PERS PICKUP PERS Non-Participating Members
February 1, 2019**

RNG	RATE1	RATE2	RATE3	RATE4	RATE5	RATE6	RATE7	RATE8	RATE9
9	2364	2462	2551	2639	2742	2843	2956	3085	0
10	2462	2551	2639	2742	2843	2956	3085	3223	0
11	2551	2639	2742	2843	2956	3085	3223	3366	0
12	2639	2742	2843	2956	3085	3223	3366	3524	0
13	2742	2843	2956	3085	3223	3366	3524	3688	0
14	2843	2956	3085	3223	3366	3524	3688	3858	0
15	2956	3085	3223	3366	3524	3688	3858	4047	0
15I	2778	2896	3016	3148	3296	3455	3618	3789	3969
16	3085	3223	3366	3524	3688	3858	4047	4239	0
17	3223	3366	3524	3688	3858	4047	4239	4425	0
18	3366	3524	3688	3858	4047	4239	4425	4628	0
18I	3212	3364	3523	3690	3864	4050	4242	4448	4664
19	3524	3688	3858	4047	4239	4425	4628	4855	0
20	3688	3858	4047	4239	4425	4628	4855	5096	0
21	3858	4047	4239	4425	4628	4855	5096	5332	0
21I	3683	3859	4045	4234	4438	4646	4864	5095	5337
22	4047	4239	4425	4628	4855	5096	5332	5589	0
23	4239	4425	4628	4855	5096	5332	5589	5853	0
23I	4000	4192	4386	4600	4813	5043	5281	5530	5789
24	4425	4628	4855	5096	5332	5589	5853	6177	0
25	4628	4855	5096	5332	5589	5853	6177	6433	0
26	4855	5096	5332	5589	5853	6177	6433	6747	0
26I	4470	4683	4905	5139	5383	5639	5906	6188	6483
26II	4470	4683	4905	5139	5383	5639	5906	6184	0
26W	4855	5096	5332	5589	5853	6177	6433	6747	7072
27	5096	5332	5589	5853	6177	6433	6747	7072	0
28	5332	5589	5853	6177	6433	6747	7072	7410	0
28I	4784	5012	5251	5502	5764	6037	6322	6618	6931
28N	5183	5428	5681	5949	6232	6529	6838	7163	7504
29	5589	5853	6177	6433	6747	7072	7411	7769	0
30	5853	6177	6433	6747	7072	7411	7769	8142	0
31	6177	6433	6747	7072	7411	7769	8142	8531	0
31I	5300	5556	5823	6095	6383	6689	7009	7343	7691
32	6433	6747	7072	7411	7769	8142	8531	8942	0
33	6747	7072	7411	7769	8142	8531	8942	9371	0
33I	5783	6059	6346	6648	6965	7296	7643	8005	8384
34	7072	7411	7769	8142	8531	8942	9371	9820	0
37	8142	8531	8942	9371	9820	10295	10789	11309	0
39	8942	9371	9819	10292	10786	11305	11847	12416	0

**SALARY SCHEDULE PERS PICKUP PERS Participating Members
February 1, 2019**

RNG	RATE1	RATE2	RATE3	RATE4	RATE5	RATE6	RATE7	RATE8	RATE9
9	2528	2633	2728	2822	2933	3041	3161	3299	0
10	2633	2728	2822	2933	3041	3161	3299	3447	0
11	2728	2822	2933	3041	3161	3299	3447	3600	0
12	2822	2933	3041	3161	3299	3447	3600	3769	0
13	2933	3041	3161	3299	3447	3600	3769	3944	0
14	3041	3161	3299	3447	3600	3769	3944	4126	0
15	3161	3299	3447	3600	3769	3944	4126	4328	0
15I	2971	3097	3226	3367	3525	3695	3869	4052	4245
16	3299	3447	3600	3769	3944	4126	4328	4534	0
17	3447	3600	3769	3944	4126	4328	4534	4733	0
18	3600	3769	3944	4126	4328	4534	4733	4950	0
18I	3435	3598	3768	3946	4133	4331	4537	4757	4988
19	3769	3944	4126	4328	4534	4733	4950	5192	0
20	3944	4126	4328	4534	4733	4950	5192	5450	0
21	4126	4328	4534	4733	4950	5192	5450	5703	0
21I	3939	4127	4326	4528	4746	4969	5202	5449	5708
22	4328	4534	4733	4950	5192	5450	5703	5977	0
23	4534	4733	4950	5192	5450	5703	5977	6260	0
23I	4278	4483	4691	4920	5148	5393	5648	5914	6191
24	4733	4950	5192	5450	5703	5977	6260	6606	0
25	4950	5192	5450	5703	5977	6260	6606	6880	0
26	5192	5450	5703	5977	6260	6606	6880	7216	0
26I	4781	5008	5246	5496	5757	6031	6316	6618	6934
26I	4781	5008	5246	5496	5757	6031	6316	6614	0
26W	5192	5450	5703	5977	6260	6606	6880	7216	7564
27	5450	5703	5977	6260	6606	6880	7216	7564	0
28	5703	5977	6260	6606	6880	7216	7564	7926	0
28	5703	5977	6260	6606	6880	7216	7564	7925	0
28I	5116	5360	5616	5884	6165	6457	6761	7078	7413
28N	5543	5805	6076	6362	6665	6983	7313	7661	8026
29	5977	6260	6606	6880	7216	7564	7926	8309	0
30	6260	6606	6880	7216	7564	7926	8309	8708	0
31	6606	6880	7216	7564	7926	8309	8708	9124	0
31I	5668	5942	6228	6519	6827	7154	7496	7853	8226
32	6880	7216	7564	7926	8309	8708	9124	9563	0
33	7216	7564	7926	8309	8708	9124	9563	10022	0
33I	6185	6480	6787	7110	7449	7803	8174	8561	8967
34	7564	7926	8309	8708	9124	9563	10022	10502	0
37	8708	9124	9563	10022	10502	11011	11539	12095	0
39	9563	10022	10501	11007	11536	12091	12670	13279	0

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Katy Coba
Dept of Administrative Services



Madilyn Zike
Dept of Administrative Services

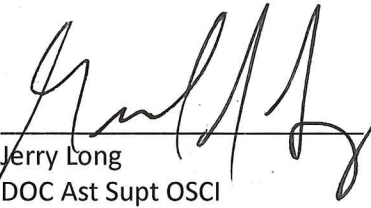

Craig Cowan
Dept of Administrative Services


Carla Padilla
DOC Labor Relations



Marty Imhoff
DOC Labor Relations


Perrie Stewart
DOC Labor Relations

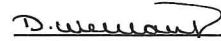

Kimberly Hendricks
DOC Superintendent SCI

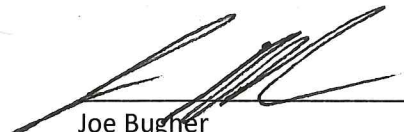

Jerry Long
DOC Ast Supt OSCI

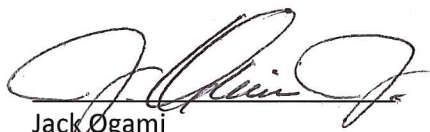

Jamie Miller
DOC Ast Supt SRCI



Rich McGraw
DOC Ast Supt EOCI



Nicole Brown
DOC Prog & Svc Administrator


Dorothy Wettlaufer
Medical Svc Administrator

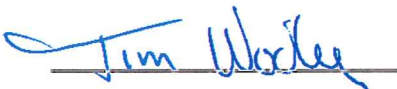

Joe Bugner
DOC-CCCF BHS


Jack Ogami
DOC Accounting/Payroll Manager



Jaime Ferguson
Board of Parole

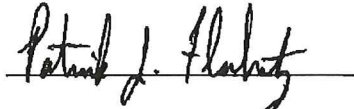

Ryan Vogt
Dept of Administrative Services

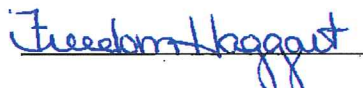
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Tim Woolery,
AFSCME Council 75

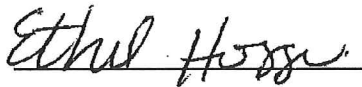

Ron Thompson
Statewide President

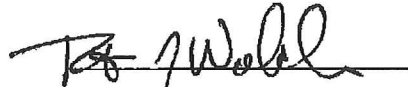

Tina Turner-Morfitt
West Side VP/CCCF President


Patrick Flaherty
Central Salem President



Freedom Haggart
CRCI President

Vacant
DRCI Bargaining Delegate

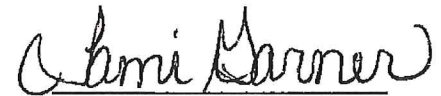

Ethel Hogge
EOCI President

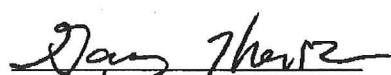

Bob Walch
OSCI President

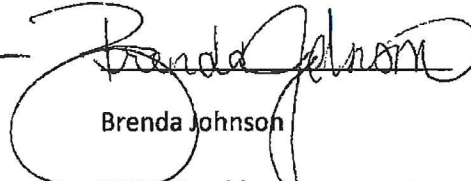

Debra Zwicker
Parole Board President

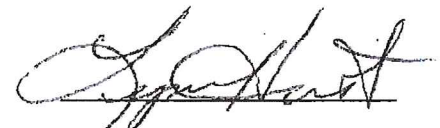

Heather Zousel
SCCI President

SCI
Vacant



Tami Garner
SRCI/PRCF President



Gary Thompson
TRCI President


Brenda Johnson
WCCF President


Lynn Hust
Scribe


Jared Kollen
Council 75 Staff


Allan MacLean
Council 75 Staff


Roger Ware
Council 75 Staff


Rodney McCambridge
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