

AGREEMENT

BETWEEN

THE

STATE OF OREGON
DEPARTMENT OF ADMINISTRATIVE SERVICES

AND

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES

LOCAL 2238

FOR THE

DEPARTMENT OF STATE LANDS

2007-2009

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ARTICLE 1 - PREAMBLE

This Agreement is between the State of Oregon, acting through its Department of Administrative Services (Employer) on behalf of the Department of State Lands (Agency) and the American Federation of State, County and Municipal Employees Council 75 (Union) for the purpose of fixing wages, hours, benefits, conditions of employment and other matters affecting members of the bargaining unit as certified by the Employment Relations Board.

ARTICLE 2 - RECOGNITION

Section 1. The Employer and Agency recognize the Union as the sole and exclusive bargaining agent for all part-time, seasonal, and full-time classified employees, employed by the State of Oregon Department of State Lands excluding confidential, supervisory, managerial, temporary and part-time employees, as defined by ORS 243.650, regularly working less than thirty-two (32) hours per month.

Section 2. This Agreement binds the Union and any person designated by it to act on behalf of the Union. Likewise, this Agreement binds the Employer and the Agency and any person designated by them to act on their behalf.

Section 3. Any dispute concerning bargaining unit composition shall be resolved by the Employment Relations Board.

ARTICLE 3 - LAWS AND REGULATIONS/SAVINGS CLAUSE

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

In the event any provision of this Agreement is declared invalid by any court of competent jurisdiction or by ruling of the Employment Relations Board, then only such portion or portions shall become null and void and the balance of the Agreement shall remain in effect. The Employer and the Union agree to immediately meet, negotiate and agree upon a substitute for the portion or portions of the Agreement so affected and bring the provisions into conformance.

ARTICLE 4 - MANAGEMENT RIGHTS

Except as may be specifically modified by the terms of this Agreement, the parties agree that the Employer and the Agency have the right to operate and manage the Agency, including, but not limited to, the right to:

- (a) maintain order and efficiency;
- (b) direct employees and to determine job assignments and working schedules;
- (c) determine the methods, means, standards and personnel to be used;
- (d) implement improved operational methods and procedures;
- (e) determine staffing requirements;
- (f) determine whether the whole or the part of the operation shall continue to operate;
- (g) recruit, examine, select, and hire employees;
- (h) promote, transfer, assign, and reassign employees;
- (i) layoff employees;
- (j) recall employees;
- (k) require overtime work of employees;
- (l) promulgate rules, regulations and policies provided that they do not specifically abridge any provision of this Agreement; and
- (m) suspend, discharge, or take proper disciplinary action against employees.

ARTICLE 5 - AGENCY PERSONNEL POLICIES

Upon request, the Agency shall provide the Union a copy of its written personnel policies. If there is a policy change that involves a mandatory subject of bargaining, a copy will be sent to the Union. Agency written personnel policies and any updates shall be made available to employees at the Agency's central and field offices.

ARTICLE 6 - COMPLETE AGREEMENT

This Agreement contains the full and complete agreement on all subjects upon which the parties did bargain or could have bargained pursuant to ORS 243 et seq. Neither party shall be required, during the term of this Agreement, to negotiate upon any other issue.

ARTICLE 7 - LEGISLATIVE ACTION

Section 1. Provisions of this Agreement not requiring legislative funding or statutory changes before such provisions can be put into effect shall be implemented on the effective date of this Agreement or as otherwise specified herein.

Section 2. Provisions of this Agreement that require legislative funding are not enforceable unless approved by the Legislative Assembly or Emergency Board. Monetary provisions shall be promptly submitted to the Legislative Assembly or Emergency Board by the Employer and both parties shall jointly recommend passage.

Section 3. Should the Legislative Assembly or the Emergency Board fail to enact or adopt matters submitted to them under the preceding sections, then the Employer and Union shall immediately meet, negotiate and agree on modifications or substitutions for the affected portion or portions of this Agreement.

ARTICLE 8 - NO STRIKES, LOCKOUTS AND PICKET LINES

Section 1. The Union agrees that during the life of this Agreement, the Union or its bargaining unit members will not authorize, instigate, aid or engage in any work stoppage, slowdown, sickout, refusal to work, picketing or strike against the Employer and/or the Agency, its goods, services or property.

Section 2. The Agency agrees that during the life of this Agreement there will be no lockout.

Section 3. Upon notification confirmed in writing by the Employer to the Union that certain bargaining unit members covered by this Agreement are engaging in any activity described in Section 1 of this Article, the Union shall advise employees in writing, with a copy to the Employer, to return to work immediately. Such notification by the Union shall not constitute an admission that it has caused or counseled such activity.

ARTICLE 9 - UNION RIGHTS

Section 1. The Union will provide the Agency Human Resources Manager with the names of its representatives from Council 75 who will serve as Union representatives. The Union will update the list of authorized Union Representatives as needed or requested by the Agency.

Section 2. With approval of the responsible manager or designee, the Agency will allow a Council 75 Union Representative reasonable access to the worksite during working hours. Every good faith effort shall be made to give advance notice of the visit. Such visits shall not interfere with the normal flow of work.

Section 3. The internal business of the Union shall be conducted by the employees during their non-duty hours (e.g., meal periods, breaks and before/after work).

Section 4. Upon request and approval of the local office or section manager for the facility which shall mean the Regional Manager in Bend, the South Slough Manager in Charleston and Assistant Directors in Salem, the Union shall be allowed the use of the Agency facilities for

meetings when such facilities are available and the meeting would not interfere with Agency business.

Section 5. The Agency shall identify and provide reasonable bulletin board space in the Agency's offices in Bend, Charleston and Salem for the use of the Union to communicate with its members. Union Officers and Stewards may transmit Union meeting notices to bargaining unit employees over the Agency's e-mail system. Such announcements will be limited to date, time and place of the meeting and a brief agenda.

Section 6. The Agency shall furnish each new bargaining unit employee notice provided by the Union.

Section 7. When the Agency provides new employee orientation, not more than fifteen (15) minutes shall be granted for the Council 75 Union Representative to make a presentation to a new employee or group of new employees or at such other time agreeable to the Agency. The purpose of the Union's presentation shall be for the purpose of identifying the Union's status, organizational benefits, facilities, related information and distributing and collecting membership applications. This time shall not be used for discussion of labor/management disputes. The Agency shall provide the Union advance notice of the time and place of new employee orientation meetings.

Section 8. AFSCME President Leave.

- (a) Long Term. Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit, one (1) President/designee from an AFSCME Council 75 Central Table participating Agency shall be given release time from his/her position for a period of time up to one (1) year for the performance of Union duties related to the collective bargaining relationship. However, if the Union President/designee or Executive Director requests release time for less than his/her full regular schedule, such release time shall be subject to the Employer's approval based on the operating needs of the employee's work unit. AFSCME shall, within thirty (30) days of payment to the employee, reimburse the State for payment of appropriate salary, benefits, paid leave time, pension, and all other employer-related costs. Where this reimbursement is expressly prohibited by law or funding source, the employee shall be granted a leave of absence but the Employer will not be responsible for continuing to pay the employee's salary and benefits. AFSCME shall indemnify and hold the State harmless against any and all claims, damages, suits, or other forms of liability which may arise out of any action taken or not taken by the State for the purpose of complying with this provision.
- (b) Short Term. Upon written request from the Executive Director of AFSCME Council 75 to DAS Labor Relations Unit and the Agency's Human Resource Manager, up to four (4) Presidents/designees from AFSCME Council 75 Central Table participating Agencies shall be given release time from his/her position for a period of time up to three (3) months for the performance of Union duties related to the collective bargaining relationship. Only one (1) employee from a bargaining unit and a total of four (4) employees from all Central Table participating bargaining units may be on such leave at any one (1) period in time. Such requests will be granted unless the affected Agency can demonstrate that the employee's absence would adversely impact the operating needs of the employee's work unit. If granted, such time may also be taken on an intermittent basis. AFSCME shall, within thirty (30) days of payment to the employee, reimburse the State for payment of appropriate salary, benefits, paid leave time, pension, and all other employer-related costs. Where this reimbursement is expressly prohibited by law or funding source, the employee shall be granted a leave of absence but the Employer will not be responsible for continuing to pay the employee's salary and benefits.

ARTICLE 10 - UNION SECURITY

Section 1. The Union shall be provided payroll deduction for its regular monthly dues in accordance with and as entitled to under ORS 292.055.

Section 2. The Agency agrees to deduct the monthly membership dues from the pay of those employees who individually request such deductions in writing. This deduction shall begin

on the first payroll period following such authorization and shall continue month to month until revoked by the employee in writing. The amount to be deducted shall be certified to the Agency by the Treasurer of the Union, and the aggregate deductions shall be remitted monthly together with an itemized statement to the Treasurer of the Union.

Section 3.

- (a) Employees in the bargaining unit who are not members of the Union shall make fair share payments equal to Union dues. Beginning with the first payroll period after the execution of this Agreement and on each period thereafter, the State will deduct from the wages of each bargaining unit employee who is not a Union member the fair share amount. Similar deductions will be made in a similar manner from the wage of new bargaining unit employees who do not become members of the Union within thirty (30) days after the effective date of their employment.
- (b) The State shall remit a payment for all said deductions to the Union by the twentieth (20th) of the month after the deductions are made. Said payment shall be accompanied by a listing of the names and social security numbers of all employees from whom deductions were made.
- (c) Any employee who is a member of a church or religious body having bona fide religious tenets or teachings which prohibit association with a labor organization or the payment of dues to it, shall pay an amount of money, equivalent to regular Union dues, to a nonreligious charity or to another charitable organization mutually agreed upon by the employee affected and the Union. The employee shall furnish written proof to the Agency that this has been done. Notwithstanding an employee's claim of exemption under this Section, the Agency shall deduct fair share from the employee's wages pursuant to this Article, until agreement has been reached between the employee and the Union.

Section 4. The Union agrees that it will indemnify, defend and save the Employer and the Agency harmless from all suits, actions, proceedings, and claims against the Employer and Agency or person(s) acting on behalf of the Employer and the Agency whether for damages, compensation, reinstatement or combination thereof arising out of the Agency's implementation of this Article.

ARTICLE 11 - UNION STEWARDS

Section 1. The Agency shall recognize four (4) Stewards selected from Agency employees to represent Agency employees. The Union shall immediately notify the Agency of the names of Stewards and their successors upon their selection.

Section 2. Stewards may receive but not solicit grievances of employees on Agency premises but only to such extent as does not neglect, retard or interfere with the work and duties of the Steward or the employee. Upon notice to their immediate supervisor, Stewards shall be granted reasonable time off during regularly scheduled working hours without loss of pay or other benefits to process grievances and represent bargaining unit employees in investigatory interviews. Only one (1) Steward will be in pay status for any one (1) grievance.

If the permitted activity would interfere with either the Steward or employee's duties, the direct supervisor(s) shall, within the next working day, arrange a mutually satisfactory time for the requested activities. Time spent in grievance activities or representing employees in investigatory interviews without proper notification and release by the supervisor(s) involved will be considered unauthorized leave without pay for both the Steward and the employee. Each Steward shall report such time on the Agency timesheet.

Section 3. The Agency shall not be responsible for any overtime, travel time or travel expenses incurred by the employee or Steward in carrying out any of the functions described in this Article.

ARTICLE 12 - EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

Section 1. The provisions of this Agreement shall apply equally to all employees in the bargaining unit without regard to age, race, religion, sex, color, physical or mental disability, national origin, sexual orientation, political affiliation or marital status. The Union further agrees that it will cooperate with the Agency's implementation of applicable federal and state laws and regulations, including but not limited to Presidential Executive Order 11246 as amended by Presidential Executive Order 11375 pertaining to affirmative action.

Section 2. All complaints alleging unlawful discrimination in violation of this Article shall be submitted to the Agency Head or designee. A meeting with the complainant will be held within fifteen (15) calendar days of the receipt of the complaint. If the complaint is not satisfactorily resolved within thirty (30) calendar days of the date of its submission at the Agency Head level, the employee shall, if he/she chooses to proceed with the complaint, file the complaint with the Bureau of Labor and Industries or the Equal Employment Opportunity Commission for final resolution. The Agency Head or designee shall issue a written response.

Section 3. Sexual orientation or political affiliation discrimination complaints may be submitted to the Department of Administrative Services Labor Relations Unit if unresolved by the Agency within fifteen (15) calendar days of the Agency's response. Department of Administrative Services Labor Relations Unit will review the complaint, attempt to resolve it and/or issue its findings to the employee and the Union within thirty (30) calendar days of receipt of the complaint.

Section 4. Discrimination complaints will not be subject to the grievance procedure contained in this Agreement.

ARTICLE 13 - PERSONNEL FILES

Section 1. An employee may, upon reasonable request, inspect the contents of his/her official Agency personnel file except for confidential reports from previous employers. An employee may, upon request, obtain copies of any of the contents of his/her personnel file except for confidential reports from previous employers. No grievance material shall be kept in an employee's official personnel file.

Section 2. Effective upon execution date of this Agreement, no information reflecting critically on an employee shall be placed in the employee's personnel file that does not bear the signature of the employee. The employee shall be required to sign such material to be placed in his/her file provided the following disclaimer is attached:

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

If an employee is not available within a reasonable period of time to sign the material or the employee refuses to sign the material, the Agency may place the material in the file provided a statement has been signed by two (2) management representatives that a copy of the document was mailed to the employee at his/her address of record with a copy to the Union at the time such material was placed into the employee's file.

Section 3. If the employee believes that any of the above material is incorrect or a misrepresentation of facts, the employee shall be entitled to prepare a written explanation or opinion regarding the disputed material. This shall be attached to the disputed material and shall be included as part of the personnel file until the material is removed.

Section 4. An employee may include in the official personnel file any relevant material the employee wishes such as letters of favorable comment, licenses, certificates, college course credits, or other material which reflects credibly on the employee.

Section 5. Material reflecting caution, consultation, warning, admonishment or reprimand shall be removed from the file after thirty-six (36) months from the date of the document. However, the material may be removed after twenty-four (24) months provided there has been no recurrence of the problem or a similar problem in that time at the request of the employee.

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

ARTICLE 14 - SALARIES

Section 1. Public Employees Retirement System (“PERS”) Members.

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

Retirement Contributions. On behalf of employees, the State will continue to “pick up” the six percent (6%) employee contribution, 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 with respect to the PERS Litigation.

Section 2. Oregon Public Service Retirement Plan Pension Program Members.

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

Contributions to Individual Account Programs. As of the date that an employee becomes a member of the Individual Account Program established by Section 29 of Chapter 733, Oregon Laws 2003 and pursuant to Section 3 of that 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 2 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 3. Effect of Changes in Law (Other than PERS Litigation).

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

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

Section 4.

- (a) Salaries - Effective July 1, 2007, salary schedules shall be adjusted upward by three percent (3%), but not less than eighty dollars (\$80.00). Effective November 1, 2008, salary schedules shall be adjusted upward by three and two-tenths percent (3.2%), but not less than eighty-five dollars (\$85.00).

Effective November 1, 2008, implement a truncation of salary ranges 5 through 10 as follows:

Salary Range:	Truncated Steps
SR 5	1 through 6
SR 6	1 through 5
SR 7	1 through 4
SR 8	1 through 3
SR 9	1 through 2
SR 10	1

ARTICLE 15 - SHIFT DIFFERENTIAL

Section 1. Employees occupying a position that is in a classification that is salary range 22 or below shall be paid a differential for each hour or major portion thereof (thirty (30) minutes or more) worked between 6:00 p.m. and 6:00 a.m. and for each hour or major portion thereof worked on Saturday or Sunday.

Section 2. The differential shall be seventy-five cents (\$.75) per hour.

Section 3. This Article shall not apply when an employee is on any paid leave condition.

ARTICLE 16 - LEADWORK DIFFERENTIAL

Section 1. Leadwork differential shall be defined as a differential for employees who have been assigned in writing by their supervisor to perform leadwork duties for ten (10) consecutive calendar days or longer provided the leadwork duties are not included in the classification specification for the employee's position. Leadwork differential shall not apply to employees assigned team leader duties. Leadwork is when, on a recurring daily basis, 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 for conformance to standards; and provide informal assessment of employee work 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 ½) for the time worked in an overtime or holiday work situation, or to effect a pyramiding of work out of classification payments. However, leadwork differential shall be included in calculation of the overtime rate of pay.

Section 4. Leadwork differential shall not apply to voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.

ARTICLE 17 - INSURANCE

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

The contribution for eligible participating part-time employees with eighty (80) or more hours paid time for the month will be prorated based on the ratio of paid regular hours to full-time hours to the nearest full percent.

Through December 31, 2008, the Employer shall make a contribution sufficient to cover the premium costs for the PEBB health, dental and basic life benefits chosen by each eligible full-time employee who has at least eighty (80) paid regular hours in a month.

For plan year January 1, 2009 through December 31, 2009, the Employer will increase its monthly contributions by up to twelve percent (12%) of the actual monthly composite resulting for plan year 2008, should the cost of insurance premiums increase by that amount or more.

Should rates for 2009 exceed the employer contribution, employees may incur out of pocket monthly premium costs. The parties shall jointly petition the Public Employees Benefit Board to use reserve funding to support a portion of any premium increase above twelve percent (12%). In the event the premium increase in excess of twelve (12) percent is not covered by PEBB reserves, the Employer will provide written notice to the Union of the anticipated increases. In that event, the Union may select from one (1) of two (2) options:

- Option 1 – The three and two-tenths percent (3.2%) salary schedule adjustment scheduled for November 1, 2008 shall be reduced by one-quarter percent (0.25%) for each one percent (1%) increase in premiums over twelve percent (12%).

- Option 2 – The salary schedule adjustment scheduled for November 1, 2008 shall be delayed by a period of months identified by the Employer as sufficient to cover the unanticipated increase.

ARTICLE 18 - TRIAL SERVICE

Section 1. The trial service period is recognized as an extension of the selection process. Each person appointed to a bargaining unit position by initial appointment or promotion, shall serve with each such appointment a trial service period of six (6) full calendar months. A regular status employee who is transferred to another bargaining unit position in a different classification at the same or lower salary level shall serve a trial service period of six (6) full calendar months in the new position.

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

Removals from trial service under this Article shall not be subject to Article 30 (Grievance Procedure), Article 29 (Discipline/Discharge), or this Article.

If such employee was previously a regular status employee in a bargaining unit position in the Agency immediately prior to his/her present appointment, he/she shall be reinstated to his/her former classification or comparable salary range as a regular status employee unless he/she is discharged as provided in Article 29 (Discipline/Discharge).

Section 3. An employee who is transferred or demoted to another position in the bargaining unit in the Agency prior to completion of the trial service period shall complete a new trial service period of six (6) full calendar months in the new position.

Section 4. An employee's trial service period may be extended in instances where an employee has a leave of absence. A leave of absence shall extend the trial service period by the number of calendar days of the leave taken by the employee.

ARTICLE 19 - POSITION DESCRIPTIONS

Position descriptions shall be reduced to writing and delineate the specific duties assigned to an employee's position. A dated copy of the position description shall be given to the employee upon assuming the position and at such time as the position description is amended.

An employee's position description will be subject to annual review by the employee and the immediate supervisor.

Nothing contained herein shall compromise the right or responsibility of the Agency to assign work consistent with class specifications.

ARTICLE 20 - PERFORMANCE APPRAISALS

Section 1.

- (a) The employee's performance will be rated by his/her supervisor. The rater shall discuss the performance appraisal with the employee. The employee shall have the opportunity to provide his/her comments to be attached to the performance appraisal. The employee shall sign the performance appraisal and that signature shall only indicate that the employee has read the performance appraisal.
- (b) If there are any changes or recommendations to be made in the performance appraisal after the rater has discussed it with the employee, the performance appraisal shall be returned to the rater for discussion with the employee before these changes are made. The employee shall have the opportunity to comment on the changes. The employee shall sign the new performance appraisal and that signature shall only indicate that the employee has read the performance appraisal. A copy shall be provided the employee.

- (c) Copies of all evaluations signed by the employee shall be provided to him/her.
- (d) All written comments provided by the employee shall be attached to the performance appraisal. The employee shall provide such comments within thirty (30) calendar days of receipt of the appraisal.
- (e) Every employee shall receive a performance appraisal at the end of a trial service period, and at least annually thereafter by the employee's salary eligibility date even if the employee is at the maximum step for his/her classification.

Section 2. Performance appraisals are not grievable or arbitrable under this Agreement.

Section 3. Performance appraisals shall not be used as the sole basis for disciplinary action.

ARTICLE 21 - SALARY ADMINISTRATION

Section 1. Merit Salary Increases.

- (a) Employees shall be eligible for consideration for merit salary increases following:
 - (1) completion of the initial twelve (12) months of service;
 - (2) completion of six (6) months of service following promotion;
 - (3) annual periods after (1) or (2) above until the employee has reached the top step of the salary range.
- (b) The employee shall receive the increase on the first of the month following intervals prescribed under this Article.
- (c) The immediate supervisor shall give written notice to an employee of withholding of a merit salary increase at least thirty (30) calendar days before the eligibility date, including a statement of the reason(s) it is being withheld.

Section 2. Salary on Promotion.

An employee shall be given no less than an increase to the next higher rate in the new salary range effective on the date of promotion. If an employee is demoted or removed during trial service as a result of a promotion, his/her salary shall be reduced to the former step, and the previous salary eligibility date shall be restored.

Section 3. Salary on Demotion.

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

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

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

Section 4. Salary on Lateral Transfer.

An employee's salary shall remain the same when transferring from one (1) position to another position which has the same salary range.

Section 5. Effect of Break in Service.

When an employee separates from the Agency and subsequently returns to the Agency within two (2) years, except as a temporary employee, the employee's previous salary eligibility date shall be adjusted by the amount of break in service.

Section 6. Rate of Pay on Appointment from Layoff List

An individual is called back from a return from layoff to a position in the same classification in which the person was previously employed will be paid at the same salary step he/she received at the time of layoff.

ARTICLE 22 - RECOUPMENT OF WAGE/BENEFIT OVER/UNDERPAYMENTS

Section 1. Overpayments.

- (a) In the event that an employee receives wages or benefits from the Agency to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the Agency shall notify the employee in writing of the overpayment which will include information supporting that an overpayment exists and the amount of wages and/benefits to be repaid. For purposes of recovering overpayments by payroll deduction, the following shall apply:
- (1) The Agency may, at its discretion, use the payroll deduction process to correct any overpayment made within a maximum period of two (2) years before the notification.
 - (2) Where this process is utilized, the employee and Agency shall meet and attempt to reach mutual agreement on a repayment schedule within thirty (30) calendar days following written notification.
 - (3) If there is no mutual agreement at the end of the thirty (30) calendar day period, the Agency shall implement the repayment schedule stated in subsection (4) below.
 - (4) If the overpayment amount to be repaid is more than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in monthly amounts not exceeding five percent (5%) of the employee's regular monthly base salary. If an overpayment is less than five percent (5%) of the employee's regular monthly base salary, the overpayment shall be recovered in a lump sum deduction from the employee's paycheck. If an employee leaves Agency service before the Agency fully recovers the overpayment, the remaining amount may be deducted from the employee's final check.
- (b) An employee who disagrees with the Agency's determination that an overpayment has been made to the employee may grieve the determination through the grievance procedure.
- (c) This Article does not waive the Agency's right to pursue other legal procedures and processes to recoup an overpayment made to an employee at any time.

Section 2. Underpayments.

- (a) In the event the employee does not receive the wages or benefits to which the record/documentation has for all times indicated the Employer agreed the employee was entitled, the Agency shall notify the employee in writing of the underpayment. This notification will include information showing that an underpayment exists and the amount of wages and/or benefits to be repaid. The Agency shall correct any such underpayment made within a maximum of two (2) years before the modification.
- (b) This provision shall not apply to claims disputing eligibility for payments which result from this Agreement. Employees claiming eligibility for such things as leadwork, work out of classification pay or reclassification must pursue those claims pursuant to the timelines elsewhere in this Agreement.

ARTICLE 23 - CLASSIFICATION AND CLASSIFICATION CHANGES

Section 1. Work Out of Classification.

- (a) When an employee is assigned, in writing, by the Agency for a limited time period to perform the major distinguishing duties of a position at a higher level classification for ten (10) or more consecutive calendar days, that employee shall be paid at the next higher step in the employee's current classification or the first step of the higher salary range, whichever is greater.

When such assignments are made to work out of classification for ten (10) or more consecutive days, the employee shall be compensated for all hours worked beginning from the first day of the assignment and for the full period of that particular assignment.

- (b) An employee who is underfilling a position shall be informed in writing that he/she is an underfill, the reasons for the underfill, and the requirements necessary for the employee to qualify for reclassification to the allocated level. Upon gaining regular status and meeting the requirements for the allocated level to the position, the employee will be reclassified.
- (c) An employee who agrees to perform duties out of class for training or developmental purposes shall be informed in writing of the purpose and length of the assignment during which there shall be no extra pay for the work. Such assignment shall not exceed one (1) year unless mutually agreed to by the sending and receiving supervisors and the employee. A copy of the notice shall be placed in the employee's file.

Section 2. Reclassification Procedure.

- (a) Employees may request reclassification review of their position by submitting the following information to the Agency Human Resources Manager:
 - (1) A fully completed and updated Human Resource Services Division Position Description Form and any relevant evidence that supports the request.
 - (2) A specific identification of what duties the employee believes causes his/her position to be improperly classified and a detailed explanation why these duties justify reclassification of his/her position.
 - (3) Identification of the classification the employee believes best describes his/her position.
- (b) Upon receipt of the above information, the Agency shall conduct a review of the employee's request. Within sixty (60) calendar days after receipt of a fully completed request as provided for in subsection (a) above, the Agency shall notify the employee of its findings. If the findings indicate reclassification, the Agency shall seek approval to implement the reclassification or remove the duties.
- (c) If an employee's request is denied pursuant to this Section of the Article, or the employee's position is reclassified downward pursuant to Section 7 of this Article, the Union may appeal the decision to the Agency Head or designee within fifteen (15) calendar days after receipt of the Agency's decision. The written appeal must include the reasons why the Agency's decision was arbitrary. The Agency shall respond in writing within fifteen (15) calendar days from the receipt of the Union's appeal.
- (d) If the Agency's response does not resolve the matter, the Union may, within fifteen (15) calendar days from the date of the Agency response, appeal the decision to arbitration under this Article of the Agreement. The selection of an arbitrator shall be pursuant to Section 10 of Article 30 (Grievance Procedure). The appeal must be in writing and sent to the Labor Relations Unit of the Department of Administrative Services within fifteen (15) calendar days after receipt of the Agency's written response in subsection (a) of this Section. The appeal must state the reasons why the decision was arbitrary.
- (e) The arbitrator shall allow the decision of the Agency to stand unless he/she finds the decision was arbitrary. If the arbitrator finds the Agency's decision is arbitrary, the arbitrator's authority shall extend only to stating if the employee's current classification is inappropriate. If the arbitrator finds the employee's current classification is inappropriate, he/she shall refer the issue to the Agency for reconsideration. The Agency shall either remove the higher level duties or reclassify the position. The arbitrator shall have no power to substitute his/her discretion for the Agency's discretion on classification matters. This Section shall supersede Section 11 of Article 30 (Grievance Procedure) on the delineation of the arbitrator's authority on matters addressed in this Article.

Section 3. Upward Reclassification.

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

Section 4. Pay for Upward Reclassification.

The rate of pay upon upward reclassification shall be the first step of the new salary range. However, if the old salary range rate of pay is equal to or higher than the first step of the new salary range, the employee shall receive a salary increase no less than an increase to the next higher step in the new salary range.

Section 5. Pay Date of Upward Reclassification.

- (a) Effective date of reclassification payment shall be the first of the month following the month in which the reclassification request was received by the Department of Administrative Services.
- (b) The employee does not retain his/her old eligibility date and will be eligible for salary increases the first of the month following twelve (12) months in the new classification.

Section 6. Equal Reclassification Rate.

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

Section 7. Downward Reclassification.

- (a) The Agency shall notify an employee in writing of a downward reclassification of the employee's position and the specific reasons for doing so within thirty (30) calendar days before the effective date.
- (b) When a position is reclassified to another classification that carries a lower salary range, if the employee is on trial service or has regular status, that employee shall be accorded the same status in the new classification.
- (c) If an employee is reclassified downward and his/her rate of pay is above the maximum of the new classification, his/her rate of pay will remain the same until a rate in the salary range of the new classification exceeds it at which time the employee's salary shall be adjusted to that step.

If the employee's rate of pay is the same as a salary step in the new classification, the employee's salary shall be maintained at the same rate in the lower classification.

If the employee's rate of pay is within the new salary range but not at a corresponding salary step, the employee's salary shall be maintained at the current rate of pay until the next eligibility date. At the employee's next eligibility date, if qualified, the employee shall be granted a salary rate increase to the next step within the new salary range. This increase shall not exceed the highest step in the new salary range.

ARTICLE 24 - PAY ADVANCES

Pay advances will be given upon request, but in no instances will an employee be given more than three (3) pay advances in any one (1) calendar year (January 1 through December 31). The amount of the advance shall not exceed sixty percent (60%) of the gross pay earned to date in the month, but shall be at least one hundred dollars (\$100.00). Employees may submit requests up to the final monthly payroll cutoff date. Pay advance requests will normally be submitted to the payroll office by the fifteenth (15th) of the month.

ARTICLE 25 - IMPLEMENTATION OF NEW CLASSES-APPEALS PROCESS

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

Section 1.

- (a) An appeal may be filed by an individual employee or steward or a Council Representative on behalf of the employee, to the Agency Human Resources Manager within fifteen (15) calendar days of written notification by the Agency of placement into the new class. Employees sharing the same or substantially similar position descriptions or employees the Agency agrees to treat as a group may file an appeal as a group. The initial filing should describe the individual or group, including the names of affected

members, identify the proposed placement, and the placement believed to be correct by the affected employees. The appeal must include current, signed position descriptions. Because the old classifications are to be abolished, correct placement cannot be back to the prior classification.

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

- (1) The purpose of the job shall be determined by the statement of purpose and assigned duties of the position description and other relevant evidence of duties assigned by the Agency.
- (2) The concept of the proposed classification shall be determined by the general description and distinguishing features of its class specifications, and,
- (3) The overall duties, authority and responsibilities of the position shall be determined by the position description and other relevant evidence of duties assigned by the Agency. This decision shall be made within thirty (30) calendar days of receipt of the appeal and provided to the affected employees in writing and with a summary of the classification analysis.

- (b) If denied, the Union may appeal the Agency's decision in writing to the Department of Administrative Services Labor Relations Unit within fifteen (15) calendar days of receipt of the written denial. The appeals will be considered by the Employer designee (or an alternate) and the Union designee or alternate who shall form the committee charged with the responsibility to consider appeals and make decisions which maintain the integrity of the classification system by correctly applying the classification specifications. Additionally, the committee may utilize two (2) resource persons, one (1) designated by each party to provide technical expertise concerning a specific series. The committee will attempt to resolve the matter by jointly determining whether the current or proposed class more accurately depicts the overall assigned duties, authorities and responsibilities of the position using the criteria specified above.

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

Appeals shall be decided in order of receipt by the Department of Administrative Services Labor Relations Unit. Decisions shall be rendered by the designees no later than sixty (60) calendar days of receipt of the appeal by the committee.

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

ARTICLE 26 - LAYOFF

Section 1. A layoff is defined as a separation from the service for involuntary reasons not reflecting discredit on the employee. An employee shall be given written notice of layoff at least fifteen (15) calendar days before the effective date stating the reasons for the layoff.

Section 2. The layoff procedure shall occur in the following manner:

- (a) The Agency shall determine the specific positions to be vacated and employees in those positions shall be notified of layoff. The Agency shall notify, in writing all affected employees of their service credits and contractual bumping rights. The Agency shall notify the Union in writing of service credits of all employees in all affected positions. The Agency shall also post a copy of the service credits of all affected positions on Agency bulletin boards.
- (b) Temporary employees working in the classification and the city in which a layoff occurs shall be terminated prior to the layoff of trial service or regular employees. Employees hired from outside the Agency to work in a limited duration appointment shall not have layoff rights. An employee appointed from regular status to a limited duration appointment shall be entitled to rights under this Article
- (c) Employees shall be laid off and seniority calculated within the following separate categories: permanent full-time positions; permanent part-time positions. An initial trial service employee cannot displace any regular status employee.
- (d) An employee notified of a pending layoff shall select one (1) of the following options and communicate such choice in writing to the Human Resources Manager within five (5) calendar days from the date the employee is notified in writing of the layoff:
 - (1) The employee may displace an employee in the Agency with the lowest seniority in the same classification for which he/she is qualified.
 - (2) The employee may demote to the lowest seniority position in any classification for which he/she is qualified within the Agency. Employees who elect to demote shall be placed on any layoff list of his/her choice within the Agency for the classification from which he/she demoted.
 - (3) The employee may elect to be laid off. An employee who elects to be laid off shall be placed on the Agency layoff list for the classification from which he/she was laid off.
- (e) To be qualified for the options under Section 2(d), the employee must meet all of the minimum qualifications of the position's classification plus any special qualifications stated in the position description and must be capable of performing the specific requirements of the position within two (2) weeks. An employee who is seeking to bump another employee has no right to a trial service period of any duration in the position into which the employee is attempting to bump. Further, the two (2)-week time period is for the purposes of orienting an employee to the position, not training the employee to perform the work. The Agency shall be the sole determinant of whether the employee is capable of performing such duties.

If an employee cannot meet the above requirements as stated in subsection (e) of this Article, the employee may displace or demote to the next lowest seniority position in the classification, provided that the employee in the next lower position has lower seniority than the employee displacing or demoting in which the layoff is taking place.

When exercising an option under Section 2, an employee shall only be eligible to displace another employee with lower seniority.

Any employee displaced by another employee exercising options under Section 2 may also exercise any option available under Section 2.

Section 3. Computation of seniority for regular status employees shall be made as follows:

- (a) One (1) point per month for each month of continuous service with the State excluding temporary service. A break in service is a separation from the service without pay for more than two (2) years. All part-time service shall be credited on a pro-rated basis. Periods of leave without pay of ninety (90) calendar days or more will be deducted from

seniority calculations. When a layoff is announced, seniority scores shall be frozen on that date until the layoff and any subsequent bumping activity is completed.

- (b) If two (2) or more employees have equal seniority, the Agency shall determine the employee(s) to be laid off considering requirements of available position(s), value of the employee(s) to the mission of the Agency, demonstrated performance and other relevant factors.

Section 4. Any trial service employee who is laid off or demoted in lieu of layoff shall not be placed on the Agency layoff list, but shall be restored to the eligible list from which certification was made if the eligible list is still active.

Section 5. Employees electing to displace, demote and/or return from layoff do not receive reimbursement for travel or moving expenses.

Section 6. There shall be no cross bumping between management service and the bargaining unit.

Section 7. Any temporary interruption of employment because of a lack of work or unexpected or unusual reasons beyond the Agency's control, which does not exceed fifteen (15) consecutive days, shall not be considered a layoff if, at the termination of such conditions, employee(s) are to be returned to employment. Such interruptions of employment shall be recorded and reported as leave without pay.

Section 8.

- (a) Employees filling a job share position which totals a full-time equivalent at the time of calculation of seniority shall be considered as one (1) full-time equivalent or, if either party chooses, as part-time employees.
- (b) Seniority for prior non job share time shall be determined by giving the employee one (1) point per month credit for any full-time worked and pro rata credit for each month spent on the job in less than full-time capacity.
- (c) Seniority for a current full-time equivalent job share position shall be determined by giving the employee one (1) point per month credit for each continuous month spent on job share, if the two (2) employees choose to be treated as a full-time equivalent for purposes of layoff. Seniority for prior noncontinuous job share time shall be calculated on the same basis as part-time service. Total seniority for employees in the job share position will be determined by averaging the two (2) individual's scores.
- (d) If either employee in a job share position chooses to be treated as a part-time employee, seniority for the position shall be determined on a pro-rated basis as per the part-time seniority calculation. If only one (1) employee is filling a job share position, he/she shall be considered as a full-time equivalent.

Section 9. If an employee is underfilling a position, the employee will be considered in the position classification for the purposes of this Article.

Section 10. Names of regular status employees of the Agency who have separated from the service of the State in good standing by layoff or who have demoted in lieu of layoff shall be placed on layoff lists in seniority order established by the classification from which the employee was laid off or demoted in lieu of layoff.

The employee shall designate in writing the locations he/she wishes to be considered for recall. The term of eligibility of candidates placed on the list shall be two (2) years from the date of placement on the list.

Section 11.

- (a) Employees who are on Agency layoff list and have designated in writing the locations which they are willing to move to, shall be recalled in seniority order beginning with the employee with the highest seniority who meets all of the minimum qualifications for the position plus any special qualifications stated in the position description and can perform the specific requirements of the position within two (2) weeks.

An employee seeking recall has no right to a trial service period of any duration in the position into which the employee is attempting to return. Further, the two (2)-week period is for the purposes of orienting the employee to the position, not training the employee to do the work. Further, it is necessary that the employee can perform all of

the duties and responsibilities of the position as determined by the Agency prior to being recalled to the position.

- (b) Employees refusing the offer of a position from which he/she was laid off shall lose all future reemployment rights under this Article. Employees accepting a position will be removed from the recall list.

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 two (2) years from the date of layoff. When an employee is prohibited from participating in the secondary recall process due to the presence of an economic disciplinary sanction in 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 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 Analyst (PTA) shall serve a trial service period consistent with the DOC agreement. Administration of the trial service period shall be consistent with the hiring Agency's contract. However, employees who fail to successfully complete this trial service period shall have their names restored to the Agency Layoff List(s) on which they previously had standing. Restoration to the Agency Layoff List(s) shall be for the remaining period of eligibility that existed at the time of appointment from the Secondary Recall List. An employee may also petition the DAS Labor Relations Unit to also be restored to the Secondary Recall List for the remainder of the initial twenty-four (24) month recall period where the trial service removal was not related to potential misconduct warranting an economic or dismissal sanction. In no instance shall the DAS Labor Relations Unit's decision be grievable.
 - (D) Employees appointed to positions from the Secondary Recall List shall not be entitled to moving expenses.

ARTICLE 27 - WORK SCHEDULES & WORKWEEK

Section 1. The workweek is defined as seven (7) consecutive calendar days beginning on 12:00 a.m. on Sunday and ending on the following Saturday at 12:00 midnight. A workday is a twenty-four (24)-hour period beginning at 12:00 a.m. each day and ending at midnight the same day. Nothing in this Article or any part of this Agreement shall be construed as a guarantee of hours of work or a guaranteed workweek.

Section 2. A work schedule is defined as the time of day and the days of the week the employee is assigned to work. A regular work schedule is five (5) consecutive eight (8)-hour days. Alternative work schedules are anything other than five (5) consecutive eight (8)-hour days.

Section 3. The immediate supervisor shall set the work schedule for employees within his/her section. If an employee desires to change his/her assigned work schedule, the employee shall submit a written request to their immediate supervisor. Requests shall identify the schedule the employee wishes to work and include the reasons the employees believes the

request will not adversely affect Agency operating needs. The supervisor shall respond in writing to the employee's request. Disagreements over the Agency's decision may only be grieved through step 3 of the grievance procedure. The Agency may change an employee's work schedule to meet Agency operating requirements.

Section 4. Employees shall receive not more than a one (1) hour unpaid lunch meal period during the work shift. Whenever possible, meal periods shall be scheduled at the middle of the shift. A longer meal period may be allowed by mutual agreement between the supervisor and the employee.

Section 5. A rest period of fifteen (15) minutes shall be allowed during each consecutive work period of four (4) hours or more. Such rest periods shall be taken off consistent with Agency operating requirements. Break periods shall not be used to increase an employee's lunch hour or be used to arrive late or leave work early.

Section 6. Except for emergencies or employee requested and Agency approved work schedule changes, the Agency will give three (3) calendar days' notice of any work schedule change. The provisions regarding work schedule changes shall not apply to a situation where an employee volunteers or the Agency requires an employee to work overtime.

Section 7. Travel. When the employee is required by the agency to travel, the actual travel time shall be considered time worked. Where required travel is outside an employee's regular work hours (excluding normal commuting time), the employer may temporarily modify the employee's weekly schedule without daily overtime or schedule change penalty. Where such schedule modification still results in the need for additional work hours, the employee shall be paid the appropriate rate of pay for all time worked over forty (40) hours in that workweek.

ARTICLE 28 - OVERTIME

Section 1. This Article is intended only to provide a basis for the calculation of overtime and none of its provisions shall be construed as a guarantee of any minimum or maximum hours of work or weeks of work to any employee or to any group of employees.

Section 2. Time worked for the purpose of this Agreement is all hours actually worked.

Section 3. FLSA Non-Exempt Employees.

- (a) Full- and part-time employees covered under the FLSA shall be compensated at the rate of time and one-half (1 ½) in the form of pay or compensatory time off at the discretion of the Agency for authorized overtime worked in excess of forty (40) hours in a workweek.
- (b) Accrued compensatory time off must be taken within the calendar year earned, except as set forth below. Compensatory time off will be scheduled at a time consistent with the Agency's work requirements. Employees will take all necessary steps to request use of compensatory time off during the calendar year in which it was earned. If the Agency is unable to schedule such time off within the calendar year earned, the Agency may pay off the accrued compensatory time off or carry it forward into the next calendar year. However, such carry forward may not increase the total compensatory time off hours that may be accrued in that next year.
- (c) The Agency may unilaterally schedule up to forty (40) hours of accrued but unused compensatory time off carried forward per employee per fiscal year after prior notice of at least five (5) working days to the affected employee. This provision shall not apply to compensatory time off accrued within the last two (2) months of the previous fiscal year.

Employees may accrue up to eighty (80) hours of compensatory time off.

Section 4. When feasible, the Agency shall give notice of any overtime to be worked. No overtime is to be worked without the prior authorization of the employee's immediate supervisor.

Section 5. No application of this Article shall be interpreted to provide for compensation for overtime at a rate exceeding time and one-half (1 ½) or to effect a pyramiding of overtime and any form of premium pay.

ARTICLE 29 - DISCIPLINE AND DISCHARGE

Section 1. The principles of progressive discipline shall be used when appropriate. No regular status employee shall be disciplined without just cause.

Section 2.

- (a) Discharge of a regular status employee may be appealed by the employee or Union to step 3 of the grievance procedure. The employee or Union may appeal the discharge by completing the Official Grievance Form and sending it to the Department of Administrative Services Labor Relations Unit within fifteen (15) calendar days from the effective date of the discharge.
- (b) Written reprimands, pay reductions, demotions or suspensions without pay may be appealed by the employee or Union to step 2 of the grievance procedure. The employee or Union may appeal the action by completing the Official Grievance Form and sending it to the Agency Head or designee within fifteen (15) calendar days from the effective date of the action. Any further appeal shall follow the steps and time frames stated in Article 30 (Grievance Procedure).

Section 3.

- (a) A written notice shall be given to a regular status employee against whom a charge which may be cause for discharge, is presented. Such notice shall include the known complaints, facts and charges, and a statement that the employee may be discharged. The employee shall be afforded an opportunity to refute such charges or present mitigating circumstances to the Agency at a time and date set forth in the notice, which date shall not be more than seven (7) calendar days from the date the notice is received. The employee shall be permitted to have an official representative present. At the discretion of the Agency Head or designee, the employee may be suspended with or without pay or allowed to continue work as specified in the pre-dismissal notice.
- (b) A regular status employee reduced in pay, suspended without pay or demoted shall receive written notice of the discipline with the specific charges and facts supporting the discipline.
- (c) The Agency shall make a good faith effort to include the following statement on all written notices referred to in subparts (a) and (b) above:
"If you choose to contest this action you have a right to be represented by AFSCME Council 75 and you must file an appeal within the time limits specified in Article 29 – Discipline and Discharge and Article 30 - Grievance Procedure."
- (d) Copies of pre-dismissal and dismissal notices will be sent to the Union headquarters in Salem within five (5) calendar days of being issued to the employee. Failure to send copies of such notices to the Union will not void the disciplinary action.

Section 4. The Agency shall not formally discipline an employee in front of other bargaining unit employees or the public. For the purposes of this Section, stewards and/or officers of the Union who are acting in a representational role shall not be included in the intended definition of other bargaining unit employees or the public.

Section 5. Upon request, an employee shall have the right to Union representation during an investigatory interview that the employee reasonably believes will result in disciplinary action. Obtaining Union representation shall not cause an undue delay.

ARTICLE 30 - GRIEVANCE PROCEDURE

Section 1. Grievances shall be defined as acts, omissions, applications or interpretations alleged to be violations of this Agreement.

Section 2. Grievances involving disciplinary action shall be filed pursuant to Article 29 (Discipline/Discharge).

Section 3. It is the intent of the Employer, Agency and Union to resolve employee grievances by informal methods if possible. However, such informal methods do not supersede the timeline requirements outlined in this Article except by mutual agreement pursuant to

Section 7 of this Article. If the employee or Union desire a formal resolution of any grievance as defined in Section 1 of this Article, except for exclusions stated in Section 4, such grievances shall be processed as provided in Section 5 of this Article.

Section 4. All grievances shall be processed in accordance with this Article and it shall be the sole and exclusive method for resolving grievances, except for the following articles:

- Article 2 (Recognition)
- Article 12 (Equal Employment/Affirmative Action)
- Article 23 (Classification/Classification Changes)

Section 5. Except as noted in Section 4 of this Article, the following steps shall be used to process grievances:

- **Step 1.** The employee, with or without Union representation, shall, within thirty (30) calendar days of the alleged violation of the Agreement, file a written grievance with their immediate supervisor. The supervisor shall respond in writing to the grievance within fifteen (15) calendar days from the receipt of the grievance. Grievances shall be submitted using the Official Grievance Form (Appendix A).
- **Step 2.** If the grievance is not resolved at step 1, the employee or Union may appeal the grievance in writing to the Agency Head or designee within fifteen (15) calendar days after the response is required from step 1. The Agency Head or designee shall respond within fifteen (15) calendar days from the date of receipt of the grievance.
- **Step 3.** If the grievance is not resolved at step 2, the employee or Union may appeal the grievance in writing within fifteen (15) calendar days to the Department of Administrative Services Labor Relations Unit. The Department shall respond within fifteen (15) calendar days from the date of receipt of the grievance.

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

- **Step 4.** Grievances which are not resolved at step 3 may be appealed by the Union to arbitration. To be valid, an arbitration request must be in writing and sent to the Department of Administrative Services Labor Relations Unit within fifteen (15) calendar days from the date of response from the Department of Administrative Services. Failure to file for arbitration within the fifteen (15) calendar day period shall constitute forfeiture of claim and the case shall be considered closed by the parties.

If the grievance is submitted for arbitration, the Employer and Union will meet to attempt to formulate a submission agreement to be sent to the arbitrator.

Section 6. Neither the employee nor the Union shall expand upon the original elements and substance of the written grievance.

Section 7. Time limits may be extended by mutual agreement of the parties confirmed in writing.

Section 8. Failure of an employee or the Union on behalf of the employee to comply with the time limits outlined above shall constitute abandonment of the grievance.

Section 9. Once an employee files a grievance, the employee shall not be required to discuss the subject matter of the grievance without representation of the Union.

Section 10. In the event that arbitration becomes necessary, the Employer and Union will select an arbitrator in the following manner:

- (a) The Employer and Union may mutually select an arbitrator, or,
- (b) If the parties do not mutually select an arbitrator, then they shall obtain a list of seven (7) qualified Oregon only arbitrators from the Employment Relations Board and select one (1) arbitrator from the list alternately striking names, with the moving party striking first, until one (1) name remains on the list. The name remaining on the list shall be accepted as the arbitrator.

Section 11. The parties agree that the arbitrator's decision or award shall be final and binding on the parties and that they will abide thereby. The arbitrator shall have no authority to add to,

subtract from, or change any of the terms of the Agreement, to change an existing wage rate or establish a new wage rate. The arbitrator shall have the power to return a grievant to employee status, with or without back pay, or to mitigate the penalty as equity suggests under the facts.

Section 12. The arbitrator's fees and expenses shall be equally split by the parties. All other expenses shall be borne exclusively by the party requiring the service or item for which payment is to be made.

Section 13. Subsequent to a valid arbitration request and prior to the selection of an arbitrator, either the Department of Administrative Services or the Union may request mediation of the grievance. If agreed by both parties, mediation will be scheduled and conducted by the Employment Relations Board. Mediation shall not be considered a mandatory step of the grievance procedure.

Section 14. If, at any step of the grievance procedure, the Employer or Agency fails to issue a response within the specified time limits set forth in the Agreement, the grievance shall be automatically advanced to the next step of the grievance procedure unless withdrawn by the employee or Union. In no case, however, will a grievance automatically advance to arbitration. If the employee or Union fail to meet time limits specified herein, the grievance will be considered withdrawn and cannot be resubmitted.

Section 15. All group grievances, which are defined as involving two (2) or more immediate supervisors and involve subject matter that is beyond the authority of the immediate supervisor to resolve, shall be filed at step 2 within the time limits outlined for that step. Group grievances will be filed using the Official Grievance Form.

ARTICLE 31 - HOLIDAYS

Section 1. The following holidays shall 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 Day on the third Monday in February;
- (d) Memorial Day on the last Monday in May;
- (e) Independence Day on July 4;
- (f) Labor Day on the first Monday in September;
- (g) November 11;
- (h) Thanksgiving Day on the fourth Thursday in November;
- (i) Christmas Day on December 25;
- (j) Every day appointed by the President of the United States and the Governor of the State of Oregon as a holiday.

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

Section 2. Full-time employees on pay status, at least one-half (1/2) the work day before and one-half (1/2) the work day after the recognized holiday, shall be compensated at the straight time rate of pay for eight (8) hours for each recognized holiday listed in Section 1. All part-time and seasonal employees on pay status, at least one-half (1/2) the last scheduled work day before and one-half (1/2) the first scheduled work day after a recognized holiday shall be compensated at the straight time rate of pay on a pro rata basis for each recognized holiday during a month in which the employee works thirty-two (32) hours or more during the month. This holiday compensation is called holiday pay. Recognized holidays which occur during vacation or sick leave will be charged as a holiday rather than vacation or sick leave.

Section 3. Employees required to work on recognized holidays shall be entitled to their holiday pay plus compensatory time off or cash as determined by the employee for all such time worked at the rate of time and one-half (1 ½). The rate at which an employee shall be compensated for working on a holiday shall not exceed the rate of time and one-half (1 ½) in addition to holiday pay.

Section 4. In addition to the holidays specified in this Article, all full-time employees shall receive eight (8) hours of paid leave. Part-time employees will receive pro-rated paid leave. This paid leave shall be accrued by all employees employed on December 24 of each year. Full-time employees may request the option of using the eight (8) hours of paid leave on the workday before or after Christmas, the workday before or after New Year's Day, or when these days are not available to an employee, on another day mutually agreed upon provided such time is taken off within thirty (30) calendar days from the date of accrual stated above. Instead of the day before or after New Years or Christmas, employees employed as of the day before Thanksgiving may choose to use the paid leave day before or the day after Thanksgiving.

Section 5. During any calendar week involving a holiday, employees whose work schedule is other than a regular five (5) eight (8) hour work schedule and who have the holiday off shall receive eight (8) hours holiday pay and will use accrued vacation, personal leave, compensatory time off or leave without pay to account for a forty (40)-hour work schedule for the workweek.

ARTICLE 32 - OTHER LEAVES

Section 1. Leaves with Pay.

(a) **Personal Leave.** After completion of initial trial service in the Agency, full-time employees shall be entitled to twenty-four (24) hours of personal leave each fiscal year effective July 1 of each year. After completion of trial service, part-time employees shall be granted such leave in a pro-rated amount of twenty-four (24) hours based on the same percentage or fraction of month they are hired to work or is subsequently formally modified, provided it is anticipated that they will work 1040 hours during the fiscal year.

Should any employee fail to work 1040 hours for the fiscal year, the value of personal leave used may be recovered from the employee. Personal leave shall not be cumulative from year to year nor is any unused leave compensable in any other manner. Such leave may be used by an employee for any purpose he/she desires and may be taken at times mutually agreeable by the immediate supervisor and the employee.

(b) **Bereavement Leave.** Notwithstanding the Hardship Leave or Sick Leave eligibility criteria of the affected collective bargaining agreements, employees shall be eligible for a maximum of twenty-four (24) hours paid bereavement leave, prorated for part-time employees. The Agency may request documentation. If additional earned leave is needed, an employee may request to use earned sick leave credits, or leave without pay, at the option of the employee for any period of absence from employment to discharge the customary obligations arising from a death in the immediate family or the employee's spouse. Employees may, with prior authorization, use accrued vacation leave or compensatory time. Regular and Trial Service employees may be eligible to receive up to forty (40) hours of donated leave, to be used consecutively. The employee must have exhausted all available accumulated leave and qualify to receive hardship leave. For purposes of this Article, "immediate family" shall include the employee's or the employee spouse's parent, wife, husband, child, brother, sister, grandmother, grandfather, grandchild, or the equivalent of each for domestic partners, or another member of the immediate household.

(c) **Service with a Jury.** An employee shall be granted leave with pay for jury duty. The supervisor shall request and receive from the employee a copy of the subpoena. The Agency reserves the right to petition for removal of the employee from jury duty if, in the Agency's judgment, the operating requirements of the Agency would be hampered. The employee may keep any money paid by the court for serving on a jury.

(d) **Military Training Leave.** An employee who has served with the State of Oregon or its counties, municipalities or other political subdivisions for six (6) months or more immediately preceding an application for military leave, and who is a member of the National Guard or any reserve components of the armed forces of the United States, is entitled to a leave absence of pay for a period not exceeding fifteen (15) calendar days or eleven (11) work days in any federal fiscal year. If the training time for which the employee is called to active duty is longer than fifteen (15) calendar days, the employee

may be paid for the first fifteen (15) days only if such time is served for the purpose of discharging an obligation of annual active duty for training in the military reserve or National Guard.

- (e) Test and Interview Leave. Upon written request to the supervisor, an employee will be allowed paid leave up to four (4) hours per month up to a total of sixteen (16) hours per calendar year to interview for Agency and State Agencies employment opportunities. Authorization for this leave shall not be withheld unless the supervisor determines that use of such leave would handicap operating requirements. The employee shall not be eligible for any travel expenses or overtime pay.

Section 2. Leaves Without Pay.

- (a) Military Leave Without Pay. An employee in the State service shall be entitled to a military leave of absence without pay during a period of service with the armed services of the United States. He/she shall, upon honorable discharge from such service, be returned to a position in the same class as his/her last held position, at the salary rate prevailing for such class, without loss of seniority or employment rights.

Employees shall make application for reinstatement within ninety (90) days and shall report for duty within six (6) months following separation from active duty. Failure to comply may terminate military leave. If it is established that he/she is not physically qualified to perform the duties of his/her former position by reason of such service, he/she shall be reinstated in other work that he/she is able to perform at the nearest appropriate level of pay of his/her former class. An employee voluntarily or involuntarily seeking military leave without pay to attend service school shall be entitled to such leave during a period of active duty.

Military leaves of absence without pay shall be granted in compliance with the Veteran's Reemployment Rights Law, Title 38 USC Chapter 43. However, such reduction in pay will not be made for an FLSA-exempt employee on temporary military leave except for full workweek increments where such leave causes an absence of one (1) or more full workweeks.

- (b) Court Appearance Leave Without Pay. An employee may request and shall be granted leave without pay for the time required to make an appearance as a plaintiff, defendant or witness in a civil or criminal court proceeding that is not connected with the employee's officially assigned duties. Such leave shall be granted only after exhaustion of the employee's accrued vacation leave and personal leave. However, such reduction in salary will not be made for an FLSA-exempt employee to testify in a court or at a deposition except for full workweek increments where such testimony causes an absence of one (1) or more full workweeks.
- (c) Leave Without Pay/Educational Leave Without Pay. In instances where the work of the Agency will not be adversely affected by the temporary absence of an employee, the employee shall be granted a leave of absence without pay or educational leave without pay for up to one (1) year, subject to Agency approval.
- (d) Unauthorized Absence. Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay. Any employee who absents himself/herself for three (3) consecutive workdays without authorized leave shall be deemed to have resigned and shall be considered a voluntary separation from state service. Such absences may be covered, however, by a subsequent grant of leave with or without pay when extenuating circumstances are found to have existed.
- (e) FMLA/OFLA. Leave without pay shall be granted after exhaustion of other leaves in accordance with FMLA and OFLA.

ARTICLE 33 - VACATION LEAVE

Section 1. Vacation Leave for Full-time Employees.

After having served in the state service for six (6) full months, employees shall be credited with the appropriate earned vacation leave and thereafter vacation leave shall be

accumulated or prorated on the appropriate schedule as follows for (a) full-time employees; (b) seasonal employees; and (c) part-time employees:

Length of State Service:	Vacation Accrual Rate:
After six months (minimum 1,040 hours) (a) through 5 th year; (b) 5 th annual season; or, (c) 60 th months.	12 workdays for each 12 full calendar months of service (8 hours per month)
After (a) 5 th year through 10 th year; (b) 5 th annual season through 10 th annual season; or, (c) 61 st month through 120 th month	15 workdays for each 12 full calendar months of service (10 hours per month)
After (a) 10 th year through 15 th year; (b) 10 th annual season through 15 th annual season; or, (c) 121 st month through 180 th month.	18 workdays for each 12 full calendar months of service (12 hours per month)
After (a) 15 th year through 20 th year; (b) 15 th annual season through 20 th annual season; or, (c) 181 st month through 240 th month.	21 workdays for each 12 full calendar months of service (14 hours per month)
After (a) 20 th year; (b) 20 th annual season; or, (c) 240 th month.	24 workdays for each 12 full calendar months of service (16 hours per month)
After (a) 25 th year; (b) 25 th annual season; or (c) 300 th month	27 workdays for each 12 full calendar months of service (18 hours per month)

Employees working less than a full month shall accrue vacation leave on a pro rata basis, provided that the employee works thirty-two (32) hours or more that month. If an employee has a break in service and that break in service does not exceed two (2) years, or two (2) seasons for a seasonal employee, the employee shall be given credit for the time worked prior to the break in service for purposes of determining the level of accrual. Seasonal employees may not be credited with more than one (1) season during a calendar year.

Section 2. Determination of Eligibility for Vacation Accrual.

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

Section 3. Determination for Accrual of Vacation Leave.

If an employee has a break in service and that break does not exceed two (2) years, he/she shall be given credit for the time worked prior to the break in service except for periods of leave without pay of fifteen (15) days or more.

Section 4. Termination Vacation Pay.

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

Section 5. Basis of Compensation for Vacation Leave.

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

Section 6. Vacation Leave Payment.

In the event of an employee's death, all monies due him/her for accrued vacation and salary shall be paid as provided by law, unless otherwise designated in writing by the employee.

Section 7. Scheduling of Vacation Leave.

Vacations shall be scheduled on a first-come first-serve basis. Such time off shall be prior authorized in writing on the authorized Agency form and shall be mutually agreeable to the immediate supervisor and the employee consistent with the operating needs of the Agency.

Section 8. Cancelled Vacations.

If the Agency cancels an approved vacation within one hundred and twenty (120) days of the approved vacation and the employee loses unrecoverable deposits as a result of the cancellation, the Agency shall reimburse the employee for his/her loss. The Agency may require written proof of unrecoverable deposits.

Section 9. Vacation Accrual.

Vacation hours may accumulate to a maximum of three hundred and twenty-five (325) hours. However, in the event of separation from State service or layoff any unused accrued vacation hours of up to two hundred and fifty (250) hours will be paid to the employee.

ARTICLE 34 - SCHEDULING OF COMPENSATORY TIME OFF

Subject to the operating requirements of the Agency and in advance of the requested time off, an employee shall have his/her choice of scheduling compensatory time off. Employees shall follow Section 7 of Article 33 (Vacation Leave) for the procedures to schedule compensatory time off.

ARTICLE 35 - SICK LEAVE

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

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

Section 2. Eligibility for Sick Leave With Pay.

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

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

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

Section 4. Utilization of Sick Leave With Pay.

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

Section 5. Request for Additional Time Off.

At the time earned sick leave has been exhausted, the employee must request and the Agency may grant use of vacation leave or sick leave without pay for any non-job-incurred injury or illness.

Section 6. Physician or Practitioner Certification of Illness or Injury.

Certification of an attending physician or practitioner may be required by the Agency to support the employee's claim for sick leave, if the employee is absent in excess of five (5) consecutive days and/or if the Agency has reasonable grounds to suspect that the employee is abusing sick leave privileges or in verification of a disability. The Agency may also require such certificate from the employee to determine whether the employee should be allowed to return to work where the Agency has reason to believe that the employee's return to work would be a

health hazard to either the employee or to others. Any cost associated with the supplying of a certificate concerning a non-job-incurred injury or illness shall be borne by the employee. In the event of a failure or refusal to supply such a certificate, or if the certificate does not clearly show sufficient disability to preclude that employee from the performance of duties, such sick leave may be cancelled and the employee may be disciplined pursuant to Article 29 (Discipline/Discharge).

Section 7. Request for Additional Time Off-Job Incurred Illness or Injury.

After earned sick leave has been exhausted and the employee has the opportunity to exercise the option of using vacation leave or compensatory time off as outlined in Article 38 (Workers Compensation), the Agency shall grant sick leave without pay for any job-incurred injury or illness for a period which terminates upon demand by the employee for reinstatement accompanied by a certificate issued by a duly licensed attending physician that the employee is physically and/or mentally able to perform the duties of that position.

Section 8. Loss of Sick Leave With Pay on Termination.

No compensation for accrued sick leave shall be allowed to an employee who is separated from the service.

Section 9. Transfer of Sick Leave Hours.

An employee shall have all of his/her accrued sick leave credits transferred when the employee is transferred to or from a different State agency.

Section 10. Restoration of Sick Leave Credits.

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

ARTICLE 36 - DONATED LEAVE

Section 1. This Article shall apply for the purpose of allowing employees to donate accrued vacation leave or compensatory time for use by eligible employees as sick leave. The Agency will allow Agency employees to make donations of accrued vacation leave or compensatory time, not to exceed the hours necessary to cover for the qualifying absence as provided in this Article, to a co-worker in the Agency.

Section 2. For purposes of this Agreement, donated leave donations will be administered under the following stipulations and terms of this Agreement and shall be strictly enforced with no exceptions:

- (a) The recipient and donor must be regular status employees of the Agency.
- (b) The Employer and the Agency shall not assume any tax liabilities that would otherwise accrue to this employee.
- (c) Use of donated leave shall be consistent with those provisions found in Article 35 (Sick Leave).
- (d) Applications for donated leave shall be in writing and sent to the Agency's Human Resources Manager and accompanied by the treating physician's written statement certifying that the illness or injury will continue for at least fifteen (15) days following the donee's projected exhausting of the accrued leave and the total leave is at least thirty (30) days. Donated leave may be used intermittently.
- (e) Donations shall be credited at the recipient's current regular hourly rate of pay. Donations shall be used to reimburse the Agency for insurance contributions made to pursuant to Article 17 (Insurance) unless health insurance payments are mandated under the Family Medical Leave Act.
- (f) Employees otherwise eligible for or receiving workers compensation, PERS retirement benefits or on parental leave will not be considered eligible to receive donations under this Agreement.

Section 3. Donated vacation leave or compensatory time may be provided to employees in other AFSCME Central Table participating agencies subject to the approval of the appointing authorities for the involved agencies.

ARTICLE 37 - TRAVEL, MILEAGE AND MOVING EXPENSES

Section 1. Travel and mileage reimbursement rates and conditions shall be established in the current Department of Administrative Services Travel Policy. Changes in this policy will be automatically incorporated into this Article.

Section 2. Moving expenses reimbursement shall be consistent with Department of Administrative Services Human Resources Services Division Policy 40.055.10. Changes in this policy will be automatically incorporated into this Article.

ARTICLE 38 - WORKERS COMPENSATION

Sick leave resulting from a condition incurred on the job and also covered by Workers Compensation, shall, if elected to be used by the employee, be used to equal 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 accrued vacation leave or accrued compensatory time off during a period of 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 or against accrued compensatory time off.

ARTICLE 39 - SUCCESSOR NEGOTIATIONS

Section 1. If either party desires to modify the Agreement, they shall notify the other party in writing no less than one hundred and eighty (180) calendar days before the termination of the Agreement.

Section 2. The matter of paid or unpaid time for negotiations shall be discussed as part of the ground rules for the successor negotiations.

ARTICLE 40 - FILLING OF VACANCIES

Section 1. When the Agency chooses to fill a vacant Agency bargaining unit position, the Agency will post the vacancy by electronic email and Agency website for no less than ten (10) calendar days, except internal postings which will be posted by electronic email for no less than ten (10) calendar days. The Agency will determine the manner, method of selection and determine the individual to fill the vacancy.

Section 2. An Agency employee who applies for a vacant bargaining unit position will be interviewed if the employee has passed the qualifying examination for the vacant position and is active on the appropriate qualifying list.

ARTICLE 41 - LABOR/MANAGEMENT COMMITTEE

Section 1. The parties agree to establish a Labor/Management Committee. The Committee will have three (3) employees from the bargaining unit appointed by the Union and three (3) Agency management employees unless the parties agree otherwise. The Committee will meet at least quarterly or as necessary upon mutual agreement. Representatives from the Employer and Union or other individuals may be invited to provide information.

Section 2. Committee members will be on pay status during the time spent in committee meetings. The Agency shall not suffer any overtime liability as a result of committee meetings.

Section 3. The committee shall not have the authority to negotiate changes to working conditions, negotiate any letters of agreement, violate the terms and conditions of this Agreement or resolve issues or disputes concerning the implementation of this Agreement, including but not limited to grievances or unfair labor practice complaints.

Section 4. The Committee shall develop a Charter.

Section 5. At the conclusion of each calendar year, the parties shall discuss the Labor/Management Committee concept and shall determine whether to continue, modify or terminate its existence.

ARTICLE 42 - TERM OF AGREEMENT

This Agreement shall become effective upon its execution and, except as amended or modified, shall remain in full force and effect until June 30, 2009.

ARTICLE 43 - SAFETY AND HEALTH

Section 1. The Agency agrees to abide by standards of safety and health in accordance with the Oregon Safe Employment Act.

Section 2. When the Oregon Safe Employment Act requires protective clothing or safety devices to carry out assigned duties, such clothing or devices shall be provided by the Agency. Where provided, such clothing and devices must be used. Such clothing and devices shall remain the Agency's property and shall be returned to the Agency upon termination of employment.

Section 3. If an employee believes that an assigned duty, vehicle, or equipment is unsafe under Oregon Safe Employment Act standards and for that reason refuses to perform the duty or use the vehicle or equipment, the employee shall immediately give the specific reason(s) on which the belief is based to the employee's supervisor. If that supervisor is not available, the reason(s) shall be given to the next higher level of authority. The employee will provide the supervisor or higher level of authority with a written explanation of the reason(s) as soon as practical, but no later than by the end of the employee's shift. If the supervisor or higher level of authority disagrees with the employee's claim, the supervisor or higher level of authority will request a determination by the Oregon Occupational Safety and Health Division (OR-OSHA), as to whether the duty, vehicle, or equipment is safe or unsafe.

Section 4. Pending the termination provided for in Section 3, the employee may, at the Agency's sole discretion, be given another vehicle, equipment or other suitable work. If no other vehicle, equipment or suitable work is available, the employee may, at the Agency's sole discretion, be sent home. Time lost by the employee as a result of refusal to perform work or use a vehicle or equipment on the grounds that it is unsafe under Oregon Safe Employment Act standards shall only be paid by the Agency if the employee's claim is upheld by OR-OSHA.

ARTICLE 44 - TEMPORARY INTERRUPTION OF EMPLOYMENT

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

ARTICLE 45 – INCLEMENT CONDITIONS

Section 1.

(a) The Employer/Agency designated official(s) may close or curtail offices, facilities, or operations because of inclement weather or weather-related hazardous conditions. The Employer/Agency will announce such closure or curtailment to employees. The Employer/Agency will strive to make its decision to close and/or postpone day shift no

later than 5 a.m.; however, the parties recognize that changing conditions may require further adjustment. The Employer/Agency may provide this information through methods such as pre-designated internet web sites, phone trees, radio stations and/or television media. The Agency shall notify employees of these designations and post the notices on Agency bulletin boards by November 1st of each year. Notifications do not apply to employees who are required to report to work. Essential employees/positions shall be designated by the Agency by November 1 of each year. Such designations may be modified with two (2) weeks advance notice to the affected employee(s).

- (b) Where the Employer/Agency has announced a delayed opening pursuant to Section (1a), employees are responsible for continuing to monitor the reporting sites for updated information related to the delay or potential closure. Employees may be allowed up to two (2) hours commuting time as reasonably needed to report for work after a delayed opening has been announced. Where an employee arrives late due to this extended commute, he/she may cover the time with accrued vacation, compensatory time off, personal leave or approved leave without pay.

Section 2. When the Employer/Agency notifies employees not to report to work pursuant to Section 1, prior to the beginning of the work shift the following applies:

- (a) FLSA Non-Exempt Employees. Non-exempt employees shall not be paid for the period of the closure. However, employees shall be allowed to use accrued vacation, compensatory time off, personal leave or approved leave without pay for the absence(s).

A non-exempt employee arriving at work after the Employer/Agency has announced a closure or curtailment of operations may be directed to leave work and if so directed shall not be paid for the remainder of the shift unless utilizing accrued leave as described above. An employee who actually begins work shall be entitled to pay for all actual hours worked.

- (b) FLSA Exempt Employees. The exempt employee shall be paid for the work shift. An FLSA exempt employee may be required to use paid leave or leave without pay where the closure applies to that employee for one or more full workweek(s).

Section 3. When in the judgment of the Employer/Agency, inclement weather or weather-related hazardous conditions require the closing of the work place following the beginning of an employee's work shift, the employee shall be paid for the remainder of his/her work shift.

Section 4. Alternate Work Sites. Employees may be assigned or authorized to report to work at an alternative work site(s) and be paid for the time worked.

Section 5. Late or Unable to Report. Where the Agency remains open and an employee notifies his/her supervisors that he/she is unable to report to work, or will be late, due to inclement weather or weather-related hazardous conditions, the employee shall be allowed to use accrued vacation leave, compensatory time off, personal leave or approved leave without pay.

Section 6. Employees on Pre-scheduled Leave. If an employee is on pre-scheduled leave the day of the closure, the employee will be compensated according to the approved leave.

Section 7. Make-up Time Provisions. Subject to Agency operating requirements and supervisory approval, employees who do not work pursuant to Sections 2 and 5 of this Article may make-up part or all of their work time missed during the same workweek. In no instance will time worked during the make-up period result in overtime being charged to the Agency. The Employer/Agency shall not be liable for any penalty or overtime payments when employees are authorized to make up work.

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

ARTICLE 46 – SEASONAL EMPLOYEES

Section 1. Definition. Positions which occur, terminate, and recur periodically and regularly, regardless of the duration, shall be designated as seasonal positions.

- (a) Seasonal employees shall be given notice at the time of hire of the length of the season and the anticipated end of the season.

Section 2. Trial Service. Seasonal employees will complete trial service after having served a combination of seasonal periods totaling six (6) full calendar months (a minimum of 1,040 hours).

Section 3. Merit Increase. A regular status seasonal employee shall be eligible for a salary increase upon returning in the same classification the next annual season. "Annual" season" means a period of twelve (12) months, regardless of the number of seasons occurring during that period.

Section 4. Layoff. A regular status seasonal employee laid off prior to the end of the season shall be placed in order of seniority on the Agency layoff list for seasonal reappointment. The eligibility for such seasonal employees shall be canceled at the end of each season.

Section 5. Recall. Regular status seasonal employees terminated at the end of the season shall be placed on the recall roster in order of seniority and shall be recalled by the employee's worksite the following season in order of seniority to the extent that work is available to be performed.

Section 6. Except as otherwise modified by this Agreement, seasonal employees shall accrue all rights and benefits accrued by full-time or part-time employees, whichever is applicable, during their employment season.

LETTER OF AGREEMENT - 2007-2009 INSURANCE - PART-TIME EMPLOYEES HEALTH INSURANCE SUBSIDY

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

The Parties agree to the following:

The Employer will continue to pay the current part-time subsidy for eligible part-time employees who participate in the part-time plan through December 31, 2007 as follows:

- Employee Only (EE) - \$181.72
- Employee and Family (EF) - \$233.84
- Employee & Spouse – (ES) - \$231.06
- Employee & Children (EC) - \$206.60

For Plan Year 2008 and 2009, the subsidy will be paid at an amount so that employees will continue to pay the same out-of-pocket premium costs that were in effect for Plan Year 2007. If an employee changes from one tier to another or changes plan pursuant to PEBB rules, his/her out-of-pocket premium costs will be adjusted to reflect the appropriate plan year's out-of-pocket premium costs for his/her new tier.

**LETTER OF AGREEMENT - INTERIM COMMITTEE ON HEALTH INSURANCE TRENDS
AND ISSUES**

This Agreement is between the State of Oregon, acting through the Department of Administrative Services (Employer) on behalf of the agencies participating at the Central Table and the American Federation of State, County and Municipal Employees, Council 75 (Union)

This Agreement covers employees in the Union's bargaining units covered by the Central Table Negotiations.

DAS agrees to form an interim workgroup during the 2005-07 2007-09 contract term to discuss health insurance trends, issues, and options for future State employee benefits. The discussion shall also include the conceptual and procedural issues raised by the Union's April 2, 2007 proposal for a Health Reimbursement Arrangements. The workgroup will be coordinated by DAS and will include representatives from both management and labor.

AFSCME may designate up to three (3) participants from the AFSCME Central Table, one (1) from the DOC Security unit, and one (1) from the DOC Security Plus unit. Such employees will be in paid status if attending workgroup meetings which cross over their regular work hours.

LETTER OF AGREEMENT – CONTRACTING OUT

Section 1. The Union recognizes that the Employer has the management right, during the term of this Agreement, to decide to contract out work performed by bargaining unit members. However, when the contracting out will displace bargaining unit members, such decisions shall be made only after the affected Agency has conducted a formal feasibility study determining the potential costs and other benefits which would result from contracting out the work in question.

The Employer agrees to notify the Union within one (1) week of its decision to conduct a formal feasibility study, indicating the job classifications and work areas affected. The Employer shall provide the Union with no less than thirty (30) days notice that it intends to request bids or proposals to contract out bargaining unit work where the decision would result in displacement of bargaining unit members. During this thirty (30) day period, the Employer shall not request any bids or proposals and the Union shall have the opportunity to submit an alternate proposal.

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

Feasibility studies will not be required when:

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

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

Section 2. The Employer shall evaluate the Union's alternate proposal provided under Section 1. If the Employer's evaluation of the Union's alternate proposal confirms that it would result in providing quality and savings equal to or greater than that identified in the management plan, the Parties will agree in writing to implement the Union proposal.

Section 3. Should any full-time bargaining unit member become displaced as a result of contracting out, the Employer and the Union shall meet to discuss the effect on bargaining unit members. The Employer's obligation to discuss the effect of such contracting does not obligate it to secure the agreement of the Union or to exhaust the dispute resolution procedure of ORS 243.712, 243.722, or 243.742, concerning the decision or the impact.

"Displaced" as used in this Article means when the work an employee is performing is contracted to another entity outside state government and the employee is removed from 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 26, an eligible employee shall be placed on the Agency layoff list and may, at the employee's discretion, be placed on a secondary recall list for a period of two (2) years; or
- (b) Place employees displaced by a contract elsewhere in state government in the following order of priority: within the Agency, within the department, or within state service generally. Salaries of employees placed in lower classifications will be red-circled. To the extent this Article conflicts with Article 40 (Filling of Vacancies), this Article shall prevail.
- (c) An employee may exercise all applicable rights under Article 26 (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.

LETTER OF AGREEMENT - CONTRACTING OUT FEASIBILITY STUDY

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

When the provisions of Article 9, Section 5, require a feasibility study, the following will apply:

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

This Agreement is effective through June 30, 2009.

ATTACHMENT A - OFFICIAL GRIEVANCE FORM

(Page 2 of 2)

6. What adjustment is requested?

7. Additional Comments:

I authorize AFSCME Local 2238 as my representative to act for me in the disposition of this grievance.

I AUTHORIZE AFSCME LOCAL 2238 OR ITS AGENTS TO EXAMINE THE CONTENTS OF MY OFFICIAL PERSONNEL FILE.

Employee Signature: _____ Date: _____

Representative Signature: _____ Date: _____

AFSCME Local: 2238

Received by: _____ Date: _____
(Management Representative)

ATTACHMENT B – CLASSIFICATION PLAN WITH SALARY RANGES

Class #	Class Title	SR
1215	Accountant 1	21
1216	Accountant 2	23
1217	Accountant 3	27
0211	Accounting Technician 2	17
0107	Administrative Specialist 1	17
0108	Administrative Specialist 2	19
3117	Cartographer 2	21
5247	Compliance Specialist 2	25
0501	Data Entry Operator	11
3820	Environmental Specialist 1	20
0118	Executive Support Specialist 1	17
0119	Executive Support Specialist 2	19
4012	Facility Maintenance Specialist	18
5641	Fiscal Auditor 1	23
5642	Fiscal Auditor 2	26
1483	Information System Specialist 3	24
1484	Information System Specialist 4	25
1485	Information System Specialist 5	28
1486	Information System Specialist 6	29
1487	Information System Specialist 7	31
4115	Laborer 1	09
8501	Natural Resource Specialist 1	21
8502	Natural Resource Specialist 2	24
8503	Natural Resource Specialist 3	27
8504	Natural Resource Specialist 4	30
0801	Office Coordinator	15
0103	Office Specialist 1	12
0104	Office Specialist 2	15
1524	Paralegal	23
1098	Planner 3	30
0436	Procurement & Contract Analyst 1	23
0435	Procurement & Contract Assistant	19
0860	Program Analyst 1	23
0861	Program Analyst 2	27
0862	Program Analyst 3	29
0863	Program Analyst 4	31
0816	Program Representative 1	22
0812	Program Technician 1	23
2111	Public Information Representative 1	23
0322	Public Service Rep 2	12
4121	Trades/Maintenance Worker 2	17
1338	Training & Development Specialist 1	23

ATTACHMENT C – 2007 & 2008 SALARY SCHEDULE

RATES EFFECTIVE JULY 1, 2007									
(The DAS Payroll System calculations for salary steps shall prevail over any printed discrepancy.)									
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
9	1635	1694	1762	1830	1895	1966	2042	2131	2199
11	1762	1830	1895	1966	2042	2131	2199	2296	2386
12	1830	1895	1966	2042	2131	2199	2296	2385	2499
15	2042	2131	2199	2296	2386	2499	2611	2727	2853
17	2199	2296	2386	2499	2611	2727	2853	2990	3133
18	2296	2386	2499	2611	2727	2853	2990	3133	3280
19	2386	2499	2611	2727	2853	2990	3133	3280	3436
20	2499	2611	2727	2853	2990	3133	3280	3436	3609
21	2611	2727	2853	2990	3133	3280	3436	3609	3782
22	2727	2853	2990	3133	3280	3436	3609	3782	3963
23	2853	2990	3133	3280	3436	3609	3782	3963	4154
24	2990	3133	3280	3436	3609	3782	3963	4154	4356
25	3133	3280	3436	3609	3782	3963	4154	4356	4569
26	3280	3436	3609	3782	3963	4154	4356	4569	4796
27	3436	3609	3782	3963	4154	4356	4569	4796	5027
29	3782	3963	4154	4356	4569	4796	5027	5272	5526
30	3963	4154	4356	4569	4796	5027	5272	5526	5799
31	4154	4356	4569	4796	5027	5272	5526	5799	6086
24I	3017	3156	3306	3462	3623	3793	3972	4158	4354
25I	3269	3424	3585	3752	3929	4113	4306	4509	4722
28I	3652	3823	4005	4191	4389	4595	4812	5038	5274
29I	3906	4090	4280	4483	4695	4917	5147	5389	5641
31I	4326	4529	4740	4965	5198	5443	5701	5967	6245

RATES EFFECTIVE NOVEMBER 1, 2008									
(The DAS Payroll System calculations for salary steps shall prevail over any printed discrepancy.)									
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
9	**	**	1847	1915	1980	2051	2127	2216	2284
11	1847	1915	1980	2051	2127	2216	2284	2381	2471
12	1915	1980	2051	2127	2216	2284	2381	2471	2584
15	2127	2216	2284	2381	2471	2584	2696	2814	2944
17	2284	2381	2471	2584	2696	2814	2944	3086	3233
18	2381	2471	2584	2696	2814	2944	3086	3233	3385
19	2471	2584	2696	2814	2944	3086	3233	3385	3546
20	2584	2696	2814	2944	3086	3233	3385	3546	3724
21	2696	2814	2944	3086	3233	3385	3546	3724	3903
22	2814	2944	3086	3233	3385	3546	3724	3903	4090
23	2944	3086	3233	3385	3546	3724	3903	4090	4287
24	3086	3233	3385	3546	3724	3903	4090	4287	4495
25	3233	3385	3546	3724	3903	4090	4287	4495	4715
26	3385	3546	3724	3903	4090	4287	4495	4715	4949
27	3546	3724	3903	4090	4287	4495	4715	4949	5188
29	3903	4090	4287	4495	4715	4949	5188	5441	5703
30	4090	4287	4495	4715	4949	5188	5441	5703	5985
31	4287	4495	4715	4949	5188	5441	5703	5985	6281
24I	3114	3257	3412	3573	3739	3914	4099	4291	4493
25I	3374	3534	3700	3872	4055	4245	4444	4653	4783
28I	3769	3945	4133	4325	4529	4742	4966	5199	5443
29I	4031	4221	4417	4626	4845	5074	5312	5561	5822
31I	4464	4674	4892	5124	5364	5617	5883	6158	6445

**Truncation of Ranges 5-10, see Article 14-Salaries, Section 4

Signed this 18th day of October, 2007, at Salem, Oregon.



**FOR THE
STATE OF
OREGON**

**Lindsay Ball, Director
Department of Administrative Services**

**Susan Wilson, Administrator
Human Resource Services Division**

**Louise Solliday, Director
Department of State Lands**

**Susie Hosie, Labor Relations Manager
DAS Labor Relations Unit**

**Steve Purchase, Assistant Director
Department of State Lands**

**Pua Gates, Human Resource Manager
Department of State Lands**



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

**Eileen O'Connell,
AFSCME Council Representative**

Mike McCabe, Union Bargaining Team

Bill Menius, Union Bargaining Team

Agatha Brown, Union Bargaining Team