

OREGON MILITARY DEPARTMENT	NUMBER: AGP-99.100.13
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: August 1, 2024
SUBJECT: Military Lease Agents (MLAs)	

APPLICABILITY: This policy/procedure applies to Oregon Military Department employees hired as permanent, intermittent, or on-call in the Military Lease Agent (MLA) positions.

AUTHORITY/REFERENCE: DAS Statewide HR Policy 20.005.10, Pay Practices.

PURPOSE: To provide employment practice guidance for the classified unrepresented MLA employees.

BACKGROUND: The Oregon Military Department (OMD) values the employees who provide support to the Oregon National Guard. OMD is committed to promoting and supporting the Adjutant General Installations' Rental Program by utilizing MLAs to maintain events associated with the enforcement of facility rental and lease agreements.

GUIDANCE:

- a. MLAs are classified, unrepresented, intermittent employees who work on an occasional and sporadic basis. For this reason, MLAs are not entitled to paid leave provisions or other employee benefits except sick leave, as referenced in section c. of this policy.
- b. MLAs shall not be authorized to work more than an average of 32 hours per month within a "rolling backward" six (6) month period and are not PERS eligible.
- c. MLA employees are paid at an hourly rate, are considered FLSA non-exempt, and do not accrue overtime unless they have worked more than 40 hours in a work week.
- d. Sick leave accrual rate is one (1) hour for every 30 hours worked with a maximum monthly accrual of 6.14 hours. The maximum amount of sick leave an MLA can use in a calendar year is 40 hours.
- e. The State Rental Program Manager shall use customer surveys to determine MLAs' customer service skills, ability to provide facility support, and enforce the rules to ensure a positive experience for the customer.
- f. MLAs who have refused to work three (3) times, with the exception of utilization of paid sick leave within a period of 12 months shall be notified in writing that the agency may end their employment.

- g. MLAs are required to complete all annual mandatory training curriculum as stipulated by the agency. Agency management will provide email and phone notices prior to the mandatory training suspense date to alert the MLA of the upcoming due date for the training. If the MLA is not responsive and does not complete the mandatory training as required, then this may lead to termination of employment. Questions about the mandatory training should be directed to the agency Training Partner.

RESPONSIBILITIES:

- a. The Adjutant General Personnel Director: Manages the implementation of this policy and provisions for compliance and issues due process notification to an employee prior to dismissal.
- b. The Operations Manager and the Rental Program Manager: Monitors hours worked by MLAs on a monthly basis to ensure they do not work over 32 hours a month, collects information regarding MLAs who refuse to work, and collects data from surveys to support performance evaluations. Manager contacts AGP if an employee refuses to work 3 times, to begin the termination process. The manager also ensures timely completion of mandatory training each year and provides reasonable notice to the MLA of the upcoming requirement.

INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to AGP at (503) 509-2152.



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