

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 17-10-17-05

IN THE MATTER OF IMPLEMENTING THE  
MODIFIED FINAL OFFER BETWEEN LANE  
COUNTY AND THE AMERICAN  
FEDERATION OF STATE, COUNTY, AND  
MUNICIPAL EMPLOYEES, LOCAL 2831 –  
GENERAL UNIT (2017-2020)

**WHEREAS**, the collective bargaining agreement between Lane County and the American Federation of State, County and Municipal Employees, Local 2831 – General Unit expired on July 1, 2017,

**WHEREAS**, Lane County and AFSCME, Local 2831 have participated in successor contract negotiations and mediation and through those processes have been unable to reach an agreement for a successor contract,

**WHEREAS**, in accordance with Oregon labor law, Lane County submitted a final offer to the Employment Relations Board which is consistent with the guidelines set forth by the Board of Commissioners;

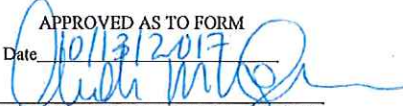
**WHEREAS**, in order to establish a successor collective bargaining agreement outside of an agreed upon contract between the parties, it is necessary to implement the County's modified final offer for a three (3) year successor agreement beginning July 1, 2017, and ending June 30, 2020.

**NOW, THEREFORE**, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the attached County's modified final offer between Lane County and the American Federation of State, County, and Municipal Employees, Local 2831 – General Unit be implemented.
2. That the County Administrator and the County's bargaining team are authorized to implement the final offer on behalf of the County and take related action necessary to respond to said implementation.

**ADOPTED** this 17<sup>th</sup> day of October, 2017.

  
\_\_\_\_\_  
Jay Bozievich, Acting Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM  
Date 10/31/2017  
  
\_\_\_\_\_  
LANE COUNTY OFFICE OF LEGAL COUNSEL

**AGREEMENT**

**between**

**LANE COUNTY, OREGON**

**and**

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

**LOCAL 2831-GENERAL UNIT**

**AGREEMENT**

**~~2014-2017~~2017-2020**

This Agreement is entered into by and between Lane County Board of Commissioners and the Sheriff, hereinafter referred to as the **COUNTY**, and the American Federation of State, County and Municipal Employees, **Local 2831**, hereinafter referred to as the **UNION**, and constitutes the sole and complete Agreement between the parties. All previous agreements between the parties, or any individual employee covered by this Agreement, are hereby suspended and superseded.

TABLE OF CONTENTS

Definitions ..... 1

Preamble.....3

ARTICLE:

**I-1 Recognition .....4**

    Section 1: Recognition.....4

    Section 2: Division of Labor.....4

**II-2 Management Rights.....5**

    Section 1: Retention of Rights .....5

    Section 2: Uniform Application .....5

    Section 3: Exercise of Rights.....5

    Section 4: Contracting Out .....5

**III-3 Dues Deduction/Fair Share ..... 6**

    Section 1: Fair Share and Religious Exemption.....6

    Section 2: Deduction of Dues and Fees.....6

    Section 3: Maintenance of Membership.....6

    Section 4: Dues Transmittal/Hold Harmless.....6

**IV-4 UNION Rights.....8**

    Section 1: UNION Activity.....8

    Section 2: COUNTY-UNION Meetings.....9

    Section 3: Information.....9

    Section 4: Protection of Rights .....9

    Section 5: Officers & Stewards.....10

    Section 6: Orientation of Union Employees.....10

**V-5 Discipline and Discharge .....11**

    Section 1: Causes for Discipline.....11

    Section 2: Pre-disciplinary Hearing .....11

    Section 3: Effective Date of Discipline.....12

    Section 4: Extension of Time.....12

**VI-6 Grievance Procedure .....13**

    Section 1: Purpose .....13

    Section 2: Grievance Steps .....13

    Section 3: Arbitration Guidelines .....14

    Section 4: General Provisions .....14

    Section 5: Time Limits .....15

**VII-7 General Provisions .....16**

    Section 1: Employee Information.....16

    Section 2: Personnel File.....16

    Section 3: Expense Reimbursement.....16

Section 4: Work Rules .....16  
Section 6: Licenses .....16  
Section 7: Non-discrimination.....17  
Section 8: Uniforms .....17  
Section 9: Parking .....17

**VIII-8 Selection/Promotion .....19**

Section 1: Job Posting.....19  
Section 2: Legal Requirements .....19  
Section 3: Promotional Preference.....19  
Section 4: Outside Recruitment.....20  
Section 5: Lateral Transfers .....21  
Section 6: Department of Public Safety Positions.....22  
Section 7: Reclassifications.....22  
Section 8: Flex Staff Series .....22  
Section 9: Probationary Period.....23

**IX-9 Hours of Work and Overtime .....24**

Section 1: Workday/Workweek.....24  
Section 2: Normal Work Schedule.....24  
Section 3: Employee Work Schedule .....24  
Section 4: Alternate Work Schedules .....25  
Section 5: Overtime .....25  
Section 6: Meal/Rest Periods .....26  
Section 7: Cleanup Time .....27  
Section 8: Reporting Place.....27  
Section 9: Call-back Pay .....27  
Section 10: Shift Differential .....27  
Section 11: On-Call Time .....27

**X-10 Wages .....29**

Section 1: Salary Range Adjustments.....29  
Section 2: Steps in Compensation Plan .....29  
Section 3: New or Revised Classifications .....30  
Section 4: Salary Protection .....30  
Section 5: Out of Class.....30  
Section 6: Bilingual Differential.....30  
Section 7: Direct Deposit.....31

**XI-11 Leave Time and Holidays .....32**

Section 1: Holidays .....32  
Section 2: Time Management.....34  
Section 3: Personal Time Off (PTO).....38  
Section 4: Occupational Illness or Injury .....38  
Section 5: Disability Leave .....38  
Section 6: Bereavement .....39  
Section 7: Jury Duty .....40  
Section 8: Leave of Absence.....40  
Section 9: Military Leave .....40  
Section 10: Unexcused Absence.....41  
Section 11: Subrogation .....41

<b>XII-12 Insurance and Related</b> .....	<b>42</b>
Section 1: Types of Insurance.....	42
Section 2: Health Insurance Plan.....	42
Section 3: Retirement Enrollment.....	43
Section 4: Retiree Benefits.....	43
Section 5: Personal Property.....	44
Section 6: Employee Assistance Program.....	44
Section 7: Fitness Membership.....	44
<b>XIII-13 Safety</b> .....	<b>45</b>
Section 1: Safety Policy.....	45
Section 2: Unsafe Acts.....	45
Section 3: Safety Recommendations and Committee.....	45
Section 4: Protective Clothing and Tools.....	46
Section 5: Boot Allowance.....	46
<b>XIV-14 Training</b> .....	<b>47</b>
Section 1: Employee Requests.....	47
Section 2: Required Training.....	47
Section 3: Training Proposals.....	47
Section 4: Changes in Job Requirement.....	47
<b>XV-15 Seniority</b> .....	<b>48</b>
Section 1: Definition.....	48
Section 2: Continuous Service.....	48
Section 3: Seniority List.....	48
<b>XVI-16 Layoff and Recall</b> .....	<b>49</b>
Section 1: Layoff.....	49
Section 2: Recall.....	49
Section 3: Opportunity For Work During Layoff.....	51
Section 4: Classification Series.....	51
Section 5: Protection/Rights During Layoff.....	51
Section 6: Termination for Exhaustion of Non-Occupational Disability Leave.....	52
<b>XVII-17 Relationships</b> .....	<b>53</b>
Section 1: Change in Conditions.....	53
Section 2: Savings Clause.....	53
Section 3: Waiver.....	53
Section 4: Individual Agreements.....	53
Section 5: Labor Relations Committee.....	53
<b>XVIII-18 Solid Waste Management Fee Collectors</b> .....	<b>55</b>
Section 1: Safeguarding Cash Change Funds.....	55
Section 2: Assignments During Audits.....	55
Section 3: Holidays.....	55
Section 4: Overtime.....	55
Section 5: Requests for Reassignment.....	55

**XIX-19** Joint Management-Labor Classification Committee.....56

Section 1: Composition, Meetings and Scope.....56  
Section 2: Notice to the Union and Opportunity to Inquire .....56  
Section 3: Notice from the Union to the County .....57  
Section 4: Effect of JLMCC Review.....57

**XX-20** Termination .....58

Section 1: Duration .....58  
Section 2: Notice .....58  
Section 3: Force of Agreement.....58  
  
Signature Page.....59  
  
Appendix A Exempt Positions .....60  
Appendix B Classifications with Incumbent Option .....61  
Appendix C Flex-Staffed Classification Series .....62  
Appendix D Classification Series.....63

~~Lane County Copay Plan.....67~~

~~Lane County HSA Plan.....68~~

Schedule A Salary Schedule  
Schedule B Salary Schedule  
Schedule C Salary Schedule

## DEFINITIONS

For purposes of this Agreement, the following definitions shall apply:

**Agreement:** The term "Agreement" shall mean this Agreement or any letter of understanding between the **UNION** and the **COUNTY** adopted pursuant to this Agreement or entered into or made effective during the term of this Agreement.

**Bargaining Unit Employee:** The term "bargaining unit employee" shall mean any **COUNTY** employee who is a member of the bargaining unit as described in Article **11**, RECOGNITION, Section A.

**Days:** The term "days" shall mean calendar days. The time in which an act provided for in this Agreement is to be done is computed by excluding the first day, and including the last, unless the last day is a holiday on which the **COUNTY** is not regularly open for business, and then it is also excluded.

**Designated UNION Representative:** The term "designated **UNION** representative" shall mean any **UNION** officer (President, Vice-President, Secretary or Treasurer) or any other person who has been designated in writing by a **UNION** officer as an official **UNION** representative.

**Eligible and Qualified:** The term "eligible and qualified" shall mean that any specific requirements of this Agreement, any legal requirements and any other requirements which are binding on the **COUNTY**, and which are applicable, must be satisfied before a bargaining unit employee shall receive a benefit of this Agreement.

**Employee:** The term "employee" shall mean bargaining unit employee.

**Exempt Employee:** The term "exempt employee" shall mean those employees who are not covered by the Fair Labor Standards Act.

**Extra Help:** The term "extra help" shall mean employees who are appointed to **COUNTY** service on a temporary and/or intermittent basis to cover emergency workloads of limited duration, necessary vacation relief or other situations involving fluctuating workloads, not to exceed 520 hours in a fiscal year.

**Fiscal Year:** The term "fiscal year" shall mean the period from July 1 to June 30.

**Good Faith:** The term "good faith" shall mean a fair and honest attempt to meet the legitimate needs of all parties concerned in dealing with problems. Good faith does not require a concession being made, but does require legitimate reasons for the decision and a willingness to consider alternatives.

**Just Cause:** The term "just cause" shall mean any act of misconduct on the part of an employee, which will reasonably justify the imposition of discipline and further justifies the penalty imposed.

**Labor Relations Manager:** The term "Labor Relations Manager" shall mean the individual in the position with that name or in a subsequent independent position who serves as the **COUNTY**'s chief labor negotiator. In the event that the **COUNTY** eliminates the independent position of a chief labor negotiator, this term shall refer to the person designated by the **COUNTY**'s Administrator to perform this function.

**Non-Probationary Employee:** The term "non-probationary employee" shall mean a bargaining unit employee who is serving in a permanent position and who has been awarded permanent status following successful completion of a probationary period.

**Paid Time:** The term "paid time" shall mean all time for which an employee receives compensation, including work time and paid leave time.

**Part-time Employee:** the term "part-time employee" shall mean an employee whose normal work week is **less than forty (40) hours and** less than eighty (80) hours in a pay period.

**Pay Period:** The term "pay period" shall mean two (2) workweeks.

**Permanent Position:** The term "permanent position" shall mean positions which have been approved by the COUNTY Board of Commissioners; which are included in the adopted COUNTY budget; which are budgeted in excess of ~~six (6) months duration~~1040 hours in a fiscal year and which work at least twenty (20) hours per week.

**Permanent Employee:** The term "permanent employee" shall mean an employee who has been hired, and is working in a permanent position.

**Position:** The term "position" shall mean a group of duties and responsibilities assigned to a single employee.

**Probationary Employee:** The term "probationary employee" shall mean a bargaining unit employee who is serving in a permanent position and who is in the process of serving a probationary period.

**Probationary Period:** The term "probationary period" shall mean the length of time a newly hired or promoted employee is on probation.

**Promotion:** The term "promotion" shall mean a change from one classification to another classification, which has a maximum salary higher than that of the previous classification.

**Qualified:** The term "qualified" shall mean satisfaction of the minimum qualifications for the classification for which promotional candidates are being sought.

**Recall:** The term "recall" shall mean ~~recall~~the return of an employee on layoff to a permanent position in the bargaining unit.

**Retire or Retirement:** The term "retire or retirement" shall refer to an employee of Lane COUNTY who retires for service or disability, and who immediately upon leaving active employment begins receiving retirement benefits under the Public Employee's Retirement System applicable to employees of Lane COUNTY.

**Seasonal Employee:** The term "seasonal employee" shall mean a bargaining unit employee who is in a position which has been approved by the COUNTY Board of Commissioners; which is included in the adopted COUNTY budget; which is for work in excess of twenty (20) hours per week, but which is budgeted for less than six (6) months duration.

**Temporary Employee:** The term "temporary employee" shall mean any bargaining unit employee who is appointed to COUNTY service on a temporary and/or intermittent basis, of not less than 520 hours nor more than 1040 hours in a fiscal year.

**Transfer:** The term transfer shall mean the change of an employee from one position to another within the same classification in different departments or from one classification to another at the same pay grade or one grade lower, either within or outside the department.

**Work Time:** The term "work time" shall mean the time the employee actually spends ~~on~~performing compensated work activities.

**Vacancy:** The term "vacancy" shall mean a position within the bargaining unit, which is to be filled on a ~~permanent~~regular basis, ~~through promotion or outside recruitment~~



PREAMBLE

Section 1 – Purpose

The purpose of this Agreement is to promote mutual agreement and understanding between the parties and to set forth those matters pertaining to rates of pay, hours of work, fringe benefits and other employment relations matters pertaining to employment consistent with the COUNTY's objective of providing maximized efficiency and services to the public of Lane County.

Section 2 – Applicability

- (A) This Agreement is applicable inclusively to bargaining unit employees in the unit represented by AFSCME UNION 2831.
- (B) It is agreed and understood that this Agreement shall be limited and applicable only to bargaining unit employees, and only in connection with the performance of work within classifications covered by this Agreement.

Section 3 – Gender

~~All references in this Agreement designate both sexes, and wherever either gender is used, it shall be construed to include both female and male.~~

Section 4-3 – Bilateral Respect

The parties understand that owing to their respective roles, philosophies and responsibilities, they may from time to time, be engaged in disputes. Nevertheless, the parties hereby mutually acknowledge the desirability of maintaining a working relationship that is reflective of bilateral respect. The parties shall endeavor to:

- (A) Transact business with each other in a business-like manner even in instances where the scope of a dispute appears significant or the circumstances are difficult.
- (B) Take appropriate measures that foster an environment of mutual trust.
- (C) Conspicuously encourage managers and supervisors as well as bargaining unit members to maintain a working relationship that reflects bilateral respect.

TA'd 6/16/2017

ARTICLE 11

RECOGNITION

Section 1 – Recognition

- (A) For the purposes of collective bargaining with respect to wages, hours, benefits and other employment relations matters, the COUNTY recognizes the **American Federation of State County and Municipal Employees Council 75, Local 2831 (hereinafter the “union”) UNION** as the sole and exclusive representative of all temporary, probationary and non-probationary employees in permanent positions exclusive of those employed in a confidential or supervisory capacity, extra help employees (subject to Section 1 (B) below), those employees employed in classifications represented in other bargaining units, and those employees employed in classifications listed in **Appendix A** or successor classifications. Nothing in this Agreement shall be construed to interfere with the rights of employees under the Public Employee Collective Bargaining Act.
- (B) No extra help position shall exceed 520 hours in a fiscal year and no employee who is performing bargaining unit work in such extra help position shall work more than 520 hours in a fiscal year. Any employee in an extra help position who works in excess of 520 hours in a fiscal year shall be considered ~~as~~-a temporary employee retroactive to the ~~original- start of the current fiscal year or~~ most recent date of hire in the fiscal year in which the employee transfers from a 520 to a 1040 position, whichever is later.

Section 2 – Division of Labor

Work historically performed by bargaining unit members shall not normally be performed by non-bargaining unit employees. This is not to be construed to change existing practices where, for example, a supervisor may perform limited bargaining unit duties as part of their regular work assignment.

**ARTICLE II**

**MANAGEMENT RIGHTS**

**Section 1 – Retention of Rights**

- (A) The COUNTY retains all rights respecting decisions and actions affecting the operation and management of its business where not specifically in conflict with this Agreement.
- (B) It is agreed that the management of the COUNTY and the direction of the working forces, including but not limited to the right to hire, promote, transfer, assign, suspend, demote, to discharge or otherwise discipline employees; to increase or to decrease the working force; to determine the methods, means, personnel and schedules by which the efficiency of government operations entrusted to the COUNTY are to be maintained; to establish, revise and implement safety and health standards; to contract or subcontract work; to discontinue all or any part of its operations; to transfer work from the bargaining unit; to determine the need for additional educational courses, training programs, on-the-job training, and cross-training, and to assign employees to such duties for periods to be determined by the COUNTY; to establish new jobs, or eliminate or modify existing job classifications; to adopt and enforce rules, regulations, policies and procedures governing the conduct of its work forces; and to take whatever other action is deemed appropriate by the COUNTY, is vested exclusively in the COUNTY except when specifically in conflict with this Agreement.

**Section 2 – Uniform Application**

Any rule, regulation, policy or procedure issued under the Management Rights clause shall be uniformly and equitably applied and enforced to all affected employees who are similarly situated.

**Section 3 – Exercise of Rights**

The COUNTY shall not exercise its rights set forth above for the purpose of avoiding the terms of this Agreement.

**Section 4 – Contracting Out**

It is the general policy of the COUNTY to utilize its employees to perform work they are qualified to perform. However, the COUNTY reserves the right to contract out any work that in its sole discretion it deems necessary.

- (A) Prior to making its final determination, the COUNTY agrees to notify the UNION in writing, and upon timely written request of the UNION (within **fourteen (14)** days), follow the provisions of Article ~~XVII~~17, Section 1 - Change in Conditions prior to implementing any decision to contract out bargaining unit work.

**TA'd 6/16/2017**

**ARTICLE III**

**DUES DEDUCTION/FAIR SHARE**

**Section 1 – Fair Share and Religious Exemption**

- (A) It shall be a condition of employment that all employees covered by this Agreement shall, on the thirty-first day following employment, either become members of the **UNION**, or shall pay the full lawful amount specified by the **UNION** in lieu of **UNION** dues to the **UNION** except as expressly modified in Paragraph (B) below.
- (B) Employees covered by this Agreement may choose non-association with the **UNION** based on bona fide religious ~~tenants-tenets~~ or teaching of a church or religious body of which such employee is a member. Such employee must request the exemption under the **UNION** policy and procedure in effect. If an employee's request for religious exemption is granted, the employee will pay the **UNION** an amount of money equivalent to regular union dues and initiation fees and assessments, if any, to a nonreligious charity or to another charitable organization mutually agreed upon by the employee and the **UNION**. If the employee pays the charity directly, the employee must furnish written proof of payment to both the **UNION** and the **COUNTY** showing that this has been done.

**Section 2 – Deduction of Dues and Fees**

- (A) The **UNION** shall notify the **COUNTY** of the current rate of dues and fair share in lieu of fees in a timely manner, which will enable the **COUNTY** to make necessary payroll deductions as specified below.
- (B) Pursuant to Section 1, the **COUNTY** shall deduct from the paycheck for the second pay period of each month of all employees in the bargaining unit the specified amount for the payment of **UNION** membership or payment in lieu of dues, to the **UNION**. At the option of the **UNION**, instead of monthly dues deduction, the **COUNTY** shall deduct from each paycheck the specified amount for the payment of **UNION** membership or payment in lieu of dues, to the **UNION**.
- (C) The **COUNTY** agrees to deduct on a monthly basis from the payroll check of employees covered by this agreement who so request in writing voluntary contributions to be paid to the treasurer of American Federation of State County and Municipal Employees Public Employees Organized to Promote Legislative Equality, also referred to as "PEOPLE." In accordance with ORS 243.702, the parties agree that if these types of voluntary contributions are declared to be legally invalid at any point during the life of this Agreement, then this section shall be reopened for negotiation upon request by either party.

**Section 3 – Maintenance of Membership**

All members of the bargaining unit who are members of the **UNION** as of the effective date of the Agreement, or who subsequently voluntarily become members of the **UNION**, shall continue to maintain membership status in the **UNION** during the term of this Agreement. This section shall not apply to the 30-day period of the expiration of this Agreement for those employees who, by written notice sent to the **UNION** and the **COUNTY**, indicate their desire to withdraw membership from the **UNION**.

**Section 4 – Dues Transmittal/Hold Harmless**

- (A) The **COUNTY** agrees to remit the aggregate deductions, together with an itemized statement to the **UNION**, by the first day of the succeeding month after such deductions are made.
- (B) The **UNION** agrees to release the **COUNTY** and save the **COUNTY** harmless from any liability whatsoever for performing its obligations as specified in this Article. Reasonable costs incurred in

the defense of the **COUNTY** in any legal action against the **COUNTY** for implementing the provisions of this Article shall be borne by the **UNION**. The **COUNTY** agrees to cooperate fully in the defense of any claim. Nothing in this section shall be construed as to limit the **COUNTY**'s obligation to deduct and transmit dues and fees to the **UNION**.

TA'd 6/16/2017

**ARTICLE IV4**

**UNION RIGHTS**

**Section 1 – UNION Activity**

- (A) The **UNION** or its representatives shall have the right to conduct official **UNION** business on **COUNTY** property at such times and in a manner which does not interrupt **COUNTY** operations or efficiency. Nothing herein is to be construed as a right of an employee to leave their station without supervisory approval. The Human Resources Director or designee can issue approval for the Union president to leave their station with supervisory notification. The **UNION** shall conduct all business on other than **COUNTY** time except as expressly authorized elsewhere in this Agreement.
- (B) The **COUNTY** agrees to furnish bulletin boards to be placed in designated places in each work area. The **UNION** shall limit the use of such bulletin boards to the posting of notices of general interest and **UNION** meetings, exclusive of objectionable material, and shall maintain the bulletin boards in good order.
- (C) The **UNION** shall have access to **COUNTY** duplication equipment, upon appropriate prior approval, at such times as it is available, at the applicable **COUNTY** rate. It is understood that **COUNTY** use shall take priority over **UNION** use of such equipment. Use shall be by **UNION** members on their own time.
- (D) Employee members of the **UNION** bargaining team shall not suffer loss in pay while participating in bona fide negotiation sessions between the **UNION** and the **COUNTY**, provided, however, that the number of such employees shall be limited to five (5) at any one time, and provided further that no more than two (2) such employees shall be from the same Department.
- (E) The **COUNTY** agrees that accredited representatives of the **UNION** shall have reasonable access to the premises of the **COUNTY** for the purpose of ascertaining whether this Agreement is being observed. **UNION** representatives shall first report their presence and intentions to the director of the appropriate department, or designated representatives, and shall conduct their activities in a manner, which avoids loss of time or disruption of operations.
- (F) An employee, but not more than two (2) at any one time, nor more than one (1) from any Department, who accepts an official position with the **UNION** shall be granted a leave of absence without pay not to exceed six (6) calendar months in duration. Such employee shall be reinstated by the **COUNTY** provided that such employee notifies the **COUNTY** in writing of their intent to return to work thirty (30) calendar days in advance, and provided further that said employee is still qualified to perform the applicable job duties. Only one (1) leave shall be granted to an employee in any eighteen (18) month period.
- (G) The **COUNTY** agrees to furnish the **UNION**, in response to reasonable written requests from time to time, information pertaining to employees covered by this Agreement, which is readily and reasonably available to **COUNTY** Administration in the regular course of business and not exempt from public disclosure.
  - (1) When the **UNION** submits to the **COUNTY**, or any agent thereof, a request for information, the **COUNTY** shall quickly estimate the staff time required to obtain the requested information and the number of copied pages that could be produced as a result of the request.
  - (2) If it is estimated that the information request will require a total of less than one hour of staff time to research, retrieve and/or compile the information as well as require one hundred (100) or less copied pages, the **UNION** will not be charged for the information

request.

- (3) If it is estimated that the request will require one hour or more of staff time to research, retrieve and/or compile or require more than one hundred (100) copied pages, any response to said information request will be suspended until such time as representatives of the **COUNTY** and the **UNION** can meet to discuss the matter. The purpose of any such discussion will be to provide the **UNION** an opportunity to clarify or modify its request as well as for the parties to agree to charges that are reflective of operative **COUNTY** regulations or standard procedures.
- (4) Likewise similar procedures would be applied to the **COUNTY** for any information request submitted to the **UNION**, but in no event shall the **UNION** assess rates that exceed the **COUNTY**'s.
- (5) The **UNION** will make a conspicuous effort to have its agents better craft their requests for information.

By ~~January 10 of each year~~request the **COUNTY** shall furnish the current mailing addresses of all bargaining unit members to the **UNION** except for those employees who request that their addresses not be disclosed. Costs shall be the responsibility of the **UNION** at the rate of established fees for public record requests.

- (H) **COUNTY** employees have the right to join and participate in the activities of the **UNION** for the purposes of representation and collective bargaining with the **COUNTY** on matters concerning employment relations as long as a loss of time or disruption of **COUNTY** business is not incurred.
- (I) The **COUNTY** agrees that where, in the judgment of the **COUNTY**, its operations will not be seriously disrupted, it will allow **UNION** Executive Board Members who are otherwise scheduled to work, but not more than one (1) per department, to attend Executive Board meetings after 5:00 p.m. without pay.

### **Section 2 – COUNTY-UNION Meetings**

From time to time issues of mutual concern will arise which may need discussion between the **COUNTY** and the **UNION**. Such discussion, when practicable, shall be held during regular working hours on **COUNTY** premises and without loss of pay to participating employees, provided that such employees shall not exceed two (2) in number unless otherwise agreed to by the **COUNTY**. Notice of the prospective topics of discussion shall be furnished with the request for a meeting, for the purpose of determining whether a meeting is necessary.

### **Section 3 – Information**

The **COUNTY** agrees to furnish to the **UNION** electronically, at no cost, a copy of all regulations, and copies of the Lane Code, Administrative Procedures Manual, Lane Manual and classification specifications, including amendments and additions. Within thirty (30) days after execution of this Agreement, the **COUNTY** will update the **UNION**'s copy of the above documents. The **UNION** will pay for additional copies of the Lane Code and the Lane Manual, if needed. Additions and amendments to the Lane Code, Lane Manual, Administrative Procedures Manual and classification specifications shall not become effective until the **UNION** has been sent an electronic copy.

### **Section 4 – Protection of Rights**

- (A) The parties shall not interfere with, restrain or coerce employees in or because of the exercise of rights guaranteed under the Public Employee Collective Bargaining Act or this Agreement including but not limited to:

- (1) The **COUNTY** shall not dominate, interfere with or assist in the formation, existence or administration of the **UNION** or any successor employee organization.
  - (2) The Parties shall not discriminate in regard to hiring, tenure or any terms and conditions of employment for the purpose of encouraging or discouraging membership in the **UNION**.
- (B) The parties agree that any acts described within this section constitute Unfair Labor Practices under ORS 243.672 and are subject to appeal and review by the Employment Relations Board pursuant to Oregon Administrative Rules, Chapter 115, Division 35. Therefore, such acts shall not be subject to the Arbitration Provisions (STEP 4) of the Grievance Procedure of this Agreement and further, if an Unfair Labor Practice Complaint is filed, any grievance over the issue becomes null and void and the issue shall become subject exclusively to the applicable Oregon Revised Statutes and Oregon Administrative Procedures.

**Section 5 – Officers and Stewards**

The **UNION** shall provide a current list of its officers and stewards to the Labor Relations Manager, or designated representative. The **UNION** shall notify the Labor Relations Manager, or designated representative, of changes to this listing in a timely fashion.

**Section 6 – Orientation of UNION Employees**

The **COUNTY** agrees to notify the **UNION** monthly of all new employees hired into bargaining unit positions and to provide reasonable time for the **UNION** representatives to meet with new employees.



ARTICLE V5

DISCIPLINE AND DISCHARGE

Section 1 – Causes for Discipline

- (A) An employee who has completed the probationary period as defined in Article ~~VIII~~ 8 of this Agreement shall not be disciplined or discharged without just cause. In determining if just cause exists, the following four (4) tests must be met:
- (1) Was the employee forewarned of possible consequences of his/her~~the~~ conduct?
  - (2) Did the employee breach a rule or commit an offense as charged?
  - (3) Did the employee's act or misconduct warrant corrective action or punishment?
  - (4) Is the penalty just and appropriate to the act or offense as corrective punishment?
- (B) Disciplinary action shall be accomplished in a manner, which affords the employee the most protection possible from embarrassment before other employees or the public.
- (C) Discipline shall consist of one of the following:
- (1) Documented Oral ~~w~~Warning
  - (2) Written Reprimand
  - (3) Suspension
  - (4) Discharge
- (D) Disciplinary action shall only be imposed upon an employee in relation to activities related to the employee's ability to perform his/her~~the~~ duties. Disciplinary action may be taken for activities that take place outside of COUNTY premises on off-duty time only when the employee's ability and effectiveness to perform his/her~~the~~ employee's job is impaired.
- (E) Notice of disciplinary action shall normally be provided to the employee within fourteen (14) calendar days from the date the COUNTY had~~ed~~ or should reasonably have had~~ed~~ knowledge of the occurrence for which action is being taken. If, at the Department's discretion, an investigation is necessary, it shall be initiated within seven (7) calendar days from the date the COUNTY had~~ed~~ or should reasonably have had~~ed~~ knowledge of the occurrence and notice of charges and intended disciplinary action shall be provided to the employee within seven (7) calendar days from the date the COUNTY determines the investigation is complete. Calendar days shall not include any paid leave days. When the Department notifies the individual that a formal investigation is being conducted which may result in discipline, the Department will also notify the UNION~~r~~ and advise the UNION of anticipated length of the investigation. This notification requirement shall not apply to informal investigations, or investigations conducted by the Sheriff, District Attorney, or any outside agency.

Section 2 – Pre-disciplinary Hearing

When the COUNTY intends to take disciplinary action involving discharge or suspension, the COUNTY shall notify the non-probationary employee and the UNION in writing of the charges against the employee and the proposed disciplinary action~~r~~ and shall provide the employee with the opportunity to respond to the charges at a hearing with the supervisor or person having authority to impose the proposed disciplinary action. In the event this proceeding is recorded, the COUNTY will provide a copy of the tapes

| recording and/or transcript to the **UNION**.

- (A) The non-probationary employee whose discipline involving discharge or suspension is being considered shall be granted fourteen (14) calendar days (or more by mutual agreement) to prepare for the disciplinary hearing.
- (B) The employee shall be entitled to have **UNION** representation, not to exceed two (2) **COUNTY** employees at the pre-disciplinary hearing.

**Section 3 – Effective Date of Discipline**

Once an employee has received official notification of any disciplinary action, such action shall be final, subject to the grievance procedure.

**Section 4 – Extension of Time**

Extensions to the time limits shall be permitted under the following circumstances:

- (A) The time limits set forth in this Article may be extended by mutual agreement.
- (B) If the employee, the supervisor or any other directly involved individual is unavailable to properly investigate the incident due to illness or vacation, the time limits specified herein shall be extended by the number of days the individual(s) specified are unavailable.
- (C) If the incident(s) giving rise to the potential disciplinary action involve alleged criminal activity, the time limits specified in this Article shall commence at the close of any related criminal investigation and/or legal action.

| TA'd 6/16/2017

**ARTICLE VI6**

**GRIEVANCE PROCEDURE**

**Section 1 – Purpose**

- (A) The purpose of this procedure is to secure, at the lowest possible level, mutually acceptable solutions to grievances, which may arise from time to time affecting bargaining unit employees.
- (B) Should a disagreement arise concerning the interpretation or application of the provisions of this Agreement, or as to the performance of the obligations herein, such disagreement shall be settled according to the terms hereinafter provided. An employee, at their discretion, may elect to be represented by the **UNION** at any step in the procedure.
- (C) "Date of occurrence" herein shall mean the date the aggrieved party had or should reasonably have had knowledge of the occurrence.
- (D) Notwithstanding the provisions of Step 1 below, it is understood that the aggrieved party is obligated to attempt to resolve the matter informally; however, for the purpose of preserving time limits, the aggrieved party may formally submit the particulars of the grievance to the applicable supervisor pending conclusion of the informal attempt. Applicable supervisor shall mean the first supervisory person with the authority to respond with a proposed resolution on behalf of the **COUNTY**.

**Section 2 – Grievance Steps**

(A) **STEP 1**

- (1) The aggrieved party and/or designated representative shall first attempt to informally resolve the issue with the applicable supervisor. In the event such attempt is unsuccessful, the aggrieved party shall refer the grievance in writing to the supervisor, within fourteen (14) calendar days of the occurrence of the grievance. The notice shall include:
  - (a) A statement of the grievance and relevant facts;
  - (b) Applicable provisions of the contract; and
  - (c) Remedy sought.
- (2) The supervisor shall attempt to resolve the grievance and shall furnish a written statement of their position within seven (7) calendar days.

(B) **STEP 2**

If the grievance cannot be resolved in Step 1 above, or the supervisor has not submitted a written reply within seven (7) calendar days, the grievance shall be referred in writing to the applicable Department Director who shall designate a representative who shall investigate the particulars of the grievance and shall attempt to resolve the issue within seven (7) calendar days of receipt, and shall furnish a written reply to the aggrieved party and the **UNION** within that time period.

(C) **STEP 3**

- (1) If, after proceeding through Step 2 above, the grievance is still unresolved, the aggrieved party and/or designated representative may refer it to the Department Director, no later than seven (7) calendar days from the date of the Step 2 response or date when said response is due.
- (2) The Department Director, or designee, and the **COUNTY**'s Labor Manager shall meet with the grievant and the designated representative no later than fifteen (15) days from receipt of the Step 3 appeal.
- (3) The Department Director shall provide the **COUNTY**'s written response within fifteen (15) days from the date of the Step 3 meeting.
- (4) Should the **COUNTY** be the aggrieved party, the matter shall be introduced at this step.
- (5) Any grievance which involves discharge, or is of a class action nature, may be introduced at this step.

(D) **STEP 4**

If the Step 3 response from the **COUNTY** is not acceptable, the **UNION** may submit the matter for arbitration and request a list of arbitrators from the Oregon State Employee Relations Board within thirty (30) days of the **COUNTY**'s Step 3 meeting.

**Section 3 – Arbitration Guidelines**

- (A) In the event the respective representatives of the **COUNTY** and the **UNION** cannot agree to the selection of an arbitrator within eight (8) calendar days, final selection shall be accomplished with one party, to be determined by lot, first striking off one of the five (5) names submitted by the State Mediation and Conciliation Service and thereafter the parties alternately striking names until one name remains.
- (B) The arbitrator shall have no authority to alter, modify, amend, vacate or change any terms or conditions of this Agreement, to substitute their judgment for that of either party in any instance where the parties have exercised their rights under the terms of this Agreement, nor shall the arbitrator decide on any condition which is not specifically treated in this Agreement.
- (C) The Award of the Arbitrator may or may not include back pay, provided however, that any back pay award shall not be in excess of the amount of wages and benefits actually lost during the period from sixty (60) days prior to the filing of the grievance and the date of implementation of the arbitrator's award, less any compensation that the employee actually received.
- (D) The Decision and Award of the arbitrator shall be submitted within thirty (30) calendar days following the presentation of the case, and such decision shall be final and binding on both parties.
- (E) The **COUNTY** and the **UNION** agree that the loser of the arbitration shall pay the full expenses and Arbitration fees of the arbitrator only; the **COUNTY** and the **UNION** shall assume individual liability for the cost of their respective witnesses.
- (F) The arbitrator shall identify the losing party in the arbitration hearing and so state in the written decision to both parties.

**Section 4 – General Provisions**

- (A) All meetings and hearings under this procedure shall be kept informal and private, and shall include only such parties in interest and/or designated representatives as referred to in this Article.
- (B) All information relative to the grievance and resolutions accomplished via the procedure shall be considered exempt from public disclosure to the extent allowed by law.
- (C) The **UNION** shall designate authorized representatives to investigate and process grievances on behalf of the **UNION** and shall notify the **COUNTY** of any changes in such authorization.
- (D) All grievance proceedings and reasonable investigation time, where practicable, shall be held during the regular business hours when ~~the Courthouse county facilities are~~ is open, on **COUNTY** premises and without loss of pay or recrimination to the aggrieved party and/or a designated representative. It is understood that the **COUNTY** shall not incur overtime liability as a result of such proceedings or investigation.
- (E) A grievance may be terminated at any time upon receipt of a signed statement from the employee, or duly designated representative, stating the matter is no longer at issue. A grievance settlement without **UNION** concurrence shall not prejudice any position taken by the **UNION** during the grievance proceedings.
- (F) A resolution of a grievance reached at or after Step 3 of this procedure, and approved by the Department Head, shall have the same effect as an arbitration award on the department involved.

**Section 5 – Time Limits**

- (A) Any time limit in this procedure may be extended for reasonable cause by mutual agreement and be binding on both parties. Such agreement, when practicable, shall be reduced to writing and signed by both parties or by mutual consent via email. Failure by the aggrieved party and/or designated representative to properly observe time limits as stated without such agreement shall cause the grievance to become null and void.
- (B) Should the appropriate management personnel fail to respond to the grievance at any level within the time limits prescribed, exclusive of the provisions of Paragraph (A) above, the grievant may immediately appeal to the next higher step in the procedure.

TA'd 6/16/2017

ARTICLE VII

GENERAL PROVISIONS

Section 1 – Employee Information

- (A) The COUNTY agrees to furnish each new employee of the bargaining unit pertinent information regarding benefits.
- (B) The COUNTY agrees to make readily accessible to employees copies of Departmental Manuals.
- (C) The UNION agrees to provide to new AFSCME Represented employees a copy of this Agreement.

Section 2 – Personnel File

- (A) The COUNTY shall maintain records relative to each employee's performance, promotion, discipline, substantiated, unfounded or exonerated complaints and other matters relative to the status of an employee, such records collectively to be referred to as the Personnel File. There shall only be one (1) official Personnel File and that file shall be maintained in Human Resources, with the exception of the Department of Public Safety, where the employee's official Personnel File shall be maintained in that department.

All documentation must be dated before inclusion in the official Personnel File. The official Personnel File shall be available to the employee and their designated representative for review and copying. The employee will be furnished with a copy of documents in the Personnel File and will be charged the current established rate for copies in excess of ten (10) pages.

- (B) No document may be placed in an employee's personnel file without the employee's knowledge. No grievance may be filed concerning placement of non-disciplinary documentation in the personnel file. However, employees shall have the right to include a written rebuttal to any documentation, provided such rebuttal is submitted through their Department Director within thirty (30) days of the date the employee had knowledge of inclusion of the document in the file.
- (C) If the COUNTY and the UNION agree that any material reflecting critically or adversely on an employee is proven to be materially incorrect, it shall be removed from the personnel file. Grievances shall not be placed in personnel files.

Section 3 – Expense Reimbursement

Travel expenses incurred by employees as a result of job requirements shall be reimbursed per the Administrative Procedures Manual (APM) Chapter 2, Section 7.

Section 4 – Work Rules

The COUNTY shall furnish the UNION a copy of work rules and regulations in writing in a timely manner. The COUNTY will make copies available to all employees. Work rules or regulations shall not become effective until the UNION is sent a copy and they are made available to the affected employees.

Section 5 – Licenses

The COUNTY shall continue to reimburse employees for the cost of occupational licenses/certifications and registrations required for the performance of their jobs.

### Section 6 – Non-discrimination

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination in accordance with applicable **UNION**, state and federal laws and regulations. Disputes arising under this provision, for which there is a legal remedy, may be processed through the grievance procedure but are not arbitrable.

### Section 7 – Uniforms

- (A) The **COUNTY** shall furnish a maximum of one hundred ~~and~~ twenty dollars (\$120) for reimbursement of required uniforms and shall reimburse replacement costs to a maximum of one hundred twenty dollars (\$120) annually, provided that proof of needed replacement and actual purchase is furnished to the **COUNTY**.
- (B) The **COUNTY** shall furnish the following protective clothing for Animal Welfare Officers ~~permanently~~ regularly assigned to field operations: two (2) pair pants, two (2) summer shirts, two (2) winter shirts, one (1) summer jacket (windbreaker), one (1) winter jacket, one (1) rain jacket.
- (C) Uniforms will be replaced as determined by the **COUNTY**. Uniforms purchased by the **COUNTY** are **COUNTY** property and shall be returned to the **COUNTY** upon termination of employment.

### Section 9 – Parking

- (A) The **COUNTY** may raise parking fees to match fees in the market area, however only one (1) change may be made during the life of the contract.
- (B) The "Market Area" used by the **COUNTY** to establish parking fees will be defined as all parking lots, except the most expensive lot and least expensive lot, between High and Charnelton Streets on the East and West, 4th and 11th Streets on the North and South of the Lane County Public Service Building and the Courthouse.
- (C) AFSCME represented employees stationed at the Lane County Adult Corrections facility and working for the Lane County Sheriff's Office shall be provided free parking.
- (B) The following parking provisions apply to employees working at the Community Health Center of Lane County, Riverstone Clinic:
  - ~~(1) — Employees may purchase a parking permit for the Riverstone (Wilco) lot at the rate of \$20 per month during the life of the current AFSCME contract.~~
  - ~~(2) — Employees assigned to work both at the Charnelton Clinic and the Riverstone Clinic will only be required to purchase a parking permit at their primary place of work:
    - ~~(a) — Employees whose primary place of work is Charnelton Clinic who buy a parking permit for a downtown lot will be allowed to park in the Riverstone (Wilco) lot without purchasing an additional permit. The employees will be required to display a current downtown permit while parked in the lot.~~
    - ~~(b) — Employees whose primary place of work is the Riverstone Clinic and who purchase a parking permit for the Riverstone (Wilco) lot will be provided with a permit by the COUNTY for the days they are required to work downtown. The permits will be available at the Riverstone Clinic and must be returned on the employee's next work shift.~~~~

~~(3) — Employees who work only at Riverstone or at the Riverstone Clinic and a non-downtown location and who work twenty (20) hours or less per week at Riverstone will be required to pay fifty percent (50%) of the fulltime rate for a parking permit.~~

~~(4)(1)~~ Staff will be allowed to park in the lot behind the Riverstone Clinic after 5:00 p.m. on weekdays and on weekends. Employees will be allowed the time necessary to move vehicles during the workday to address the parties' safety concerns.

~~(5)(2)~~ The parties agree to meet and develop mutually agreeable strategies to address safety concerns raised by employees.

~~(6)(3)~~ All parties agree that, other than the times specified in item 4-1 above, no staff of the Community Health Centers of Lane County will be allowed to park in the lot adjacent to the Riverstone clinic.

TA'd 7/31/2017



**ARTICLE VIII**

**SELECTION/PROMOTION**

**Section 1 – Job Posting**

- (A) Vacant bargaining unit positions, except those filled by lateral transfer or promotion as provided below, shall be posted for employment applications.
- (B) Non-probationary bargaining unit members who desire promotion may submit a request to be considered for promotion to the Human Resources office at any time. Such request shall specify the classification(s) to which the employee wishes to be promoted. When a position in a classification for which an employee has filed a promotional request becomes vacant, the employee will be notified and may apply.
- (C) Where the COUNTY believes that fewer than three (3) qualified bargaining unit employees will apply, the COUNTY shall have the option of posting the vacancy in-house or recruiting from outside the bargaining unit.

**Section 2 – Legal Requirements**

- (A) The COUNTY and the UNION both recognize that there may be a legal requirement to place an employee into a position due to the reinstatement rights of an injured worker, an employee returning from military or other protected leave, a court order, an accommodation under the Americans with Disability Act, or similar mandated rights that may take precedence over the provisions of this Article.

**Section 3 – Promotional Preference**

Permanent, non-probationary bargaining unit employees who complete an official employment application and who meet the minimum qualifications for the classification shall be granted promotional preference for all bargaining unit ~~positions~~ classifications.

- (A) All postings will be displayed in a central location ~~electronically within each department through the COUNTY's website~~. Further, Supervisors/Hiring Authorities shall notify all AFSCME staff of positions opening within their respective departments.
- (B) Employees may fill out the AFSCME Promotional Request form at any time of the year and will be immediately added to the promotion list.
  - (1) Completing the AFSCME Promotional Request form only guarantees that the employee will be sent a recruitment announcement. Once the employee has been notified of the promotional opportunity, the employee must complete an employment application for the vacant position.
  - (2) Employees who will be absent from work for more than one week have a responsibility to notify Human Resources in writing or by e-mail of where they may be reached if they want to be notified of any promotional opportunities.
  - (3) Employees should keep a copy of the completed promotional request form in order to help themselves remember positions for which they have requested promotional notification. Employees will receive notification only of those positions listed on their promotional request form.
  - (4) Employees can keep themselves informed of current posted positions by ~~calling the Lane County Job Line or~~ accessing the **on-line County Employment Opportunities** web

page.

- (5) Employees must keep Human Resources notified of their current address and phone number.
- (C) Human Resources staff will accept electronic and/or paper Promotional Request forms and maintain an up to date promotional request file. When a vacant AFSCME position is posted, Human Resources will send a copy of the recruitment announcement individually to the employees on the promotional notification list for that classification via the employee's current email address on file.
- (D) Promotional preference will occur subject to the following:
  - (1) As determined by the **COUNTY**, promotional eligibility shall be based on:
    - (a) Supplemental questionnaire and/or examination score;
    - (b) Seniority - The weight of the questionnaire and/or examination shall be one hundred (100) points with a passing score of seventy percent (70%). All employees who achieve a score of at least seventy percent (70%) will receive seniority points at the rate of two (2) points for each six (6) months of employment up to a maximum of sixty (60) points (fifteen (15) years of service).
    - (c) Veteran's Preference – Employees who are veterans will have five (5) points added to their score. Employees who are disabled veterans will have ten (10) points added to their score. Employees must include the appropriate documentation verifying their veteran status, a DD214 or DD215 long form and/or disabled documentation, for each position for which they apply.
  - (2) Candidates for internal promotion as determined in Paragraph 1 above and all veterans who meet the minimum and special qualifications shall be referred to the appointing authority for an employment interview. The appointing authority may select any **one** of the candidates referred.
  - (3) All employees on layoff status shall be given an opportunity to apply for any bargaining unit vacancy in any classification which has a pay grade above that of their previous classification and for which they are qualified. When applying for the vacant bargaining unit position, the employee on layoff status shall be eligible as an in-house candidate, subject to the provisions above.
- (E) If a minimum of three (3) qualified applicants who are currently members of the bargaining unit apply for the position and receive a score of at least seventy percent (70%) on the questionnaire/examination as specified in Section 3 (D) above, all internal candidates who score at least seventy percent (70%) and all veterans who meet the minimum and special qualifications shall be referred to the appointing authority for an employment interview. The appointing authority may select any of the candidates referred.

#### **Section 4 – Outside Recruitment**

If fewer than three (3) qualified employees apply for promotion and receive a score of seventy percent (70%) on the questionnaire/examination, the appointing authority may select one of the qualifying internal applicants or applications may be accepted from other sources. For each vacancy, candidates from all sources, including all promotional candidates who have scored seventy percent (70%) or more on the questionnaire/examination as well as all veterans who have met the minimum and special qualifications, shall be referred to the appointing authority for an employment interview. The appointing authority may select any **one** of the candidates referred.

Section 5 – Lateral Transfers

- (A) Lateral transfers are generally made from one authorized position to another within the same classification. Lateral transfers may also be made to other classifications at the same pay grade or one (1) pay grade lower either within the department or in a different department provided that employees wishing to transfer can demonstrate that they meet the minimum qualifications for the new classification. The COUNTY may require an employee wishing a transfer to pass the same test required to qualify for promotion.
- (B) Supervisors/Hiring Authority will notify all employees within their department of any vacant position before going to the recall or transfer list to allow any interested qualified staff member in the same classification the option of a reassignment of duties. After any reassignments occur, the department will notify Human Resources of the vacant position with specific information. Human Resources will assist with the educational process by checking to see that departments have dealt with internal reassignments before requesting a transfer list or that a position be posted. Reassignment will not be required if the only eligible employees are within the program and location opening the recruitment.
- (C) Lateral transfers will only be considered when a position becomes vacant unless there are two or more transfer candidates who can "trade" positions. If an employee is interested in being considered for lateral transfer, he/she/the employee must submit a written request for lateral transfer, clearly explaining the employee's interests, to Human Resources (or the Department of Public Safety for positions within that Department). The request must be received before a position is posted in order for a transfer request to be considered. Human Resources staff will accept electronic and/or paper Transfer Request forms and maintain an up to date transfer file.
- (D) Employees are responsible for updating and maintaining their electronic and/or paper Transfer Request form notifying Human Resources annually, during the month of January, if they have continued interest in transfer. Human Resources will send a courtesy reminder to employees of this requirement during the first week of January each year to update or maintain their Transfer Request form. The reminder will be sent electronically; however, in sections of the County where employees do not have ready access to computers, supervisors will post reminders in a central location. employees may request to be contacted by phone or letter. Failure to notify Human Resources by January 31<sup>st</sup> will result in the employee's name being dropped from the transfer list. Employees who will be absent from work for more than one (1) week have a responsibility to notify Human Resources in writing or via e-mail of where they may be reached if they want to be considered for any transfer position. Further, employees must keep Human Resources notified of their current address, personal email address and phone number.
- (E) When a vacancy occurs, Human Resources will contact appropriate employees on the transfer list, as defined above, in Section 5 (A) to determine employees' interest in a specific position. All employees indicating an interest will be referred to the department for consideration. Included with this list will be an outline of appointing authority responsibility.
- (F) When the department receives the list of transfer candidates from Human Resources, the memo will be specific in what the department's responsibilities are towards those candidates.
- (G) When an opening occurs in the appropriate classification, transfer candidates shall be interviewed for the position before the position is posted. The hiring authority must contact all transfer candidates to schedule interviews. If unable to contact candidates immediately, the hiring authority will continue to try to make contact for at least three (3) days.
- (H) Departments are not required to fill a position with a transfer candidate. They may elect to post the position pursuant to Section 1 of this Article.

~~(H)~~

- (I) ~~(H)~~ Accepting a transfer position will remove the employee's name from the transfer list. The employee will be required to contact Human Resources and complete a new transfer request form to be placed him/herself back on the transfer list.

### **Section 6 – Department of Public Safety Positions**

- (A) All bargaining unit positions within the Department of Public Safety shall be excluded from Sections 1 through 5 of this Article except that Section 1 (A) and Section 2 of this Article shall apply.
- (B) Bargaining unit employees working in the Department of Public Safety shall be fully eligible for promotional preference for all other bargaining unit positions as provided in this Article.

### **Section 7 – Reclassifications**

The following shall govern the reclassification of filled positions in the bargaining unit:

- (A) Incumbents in positions being reclassified upward must meet the minimum qualifications for the new classification.
- (B) If, over time, the complexity or level of responsibility of a position increases, the department may submit a request for reclassification to Human Resources. Affected employee(s) shall be notified of all requests for reclassification. If an employee believes the duties of his/her/the position have changed sufficiently to justify a reclassification, the employee may request a reclassification from the department.
- (C) If an upward reclassification is predicated on a reorganization, all interested employees within the department presently classified in the next lower classification level and who meet minimum qualifications shall be interviewed for the position. Selection will be based on experience, qualifications, and seniority from amongst those employees interviewed. The **UNION** and all eligible employees will be notified of the opportunity.
- (D) If a position is reclassified downward, the layoff procedures of this Agreement, Article ~~XVI-16~~ shall take effect, unless the incumbent employee elects voluntary demotion.
- (E) The **UNION** and the affected bargaining unit employee shall be notified of all final classification decisions within ten (10) days.

### **Section 8 – Flex Staff Series**

After an employee has been employed at the entry level in a flexibly staffed classification for a period of one (1) year, he/she/the employee may be advanced to the journey level subject to the following:

- (A) The employee is remaining in the same position.
- (B) The employee meets the minimum qualifications for the journey level.
- (C) The employee is performing, at an acceptable level, the duties of the journey level.
- (D) An employee, who has been at the entry level for eighteen (18) months or more, may request to be moved to the journey level. Such request shall be approved or denied by the Department Director within fourteen (14) days. The Department Director's decision shall be based upon Paragraphs A, B and C, above.

- (E) Denial of a request to move to the journey level may be appealed by filing a written appeal with Human Resources within fourteen (14) days of receiving the denial from the Department Director.
- (F) The County Administrator, or ~~his/her~~ designee, shall have ultimate and final authority to approve or disapprove any request for movement from the entry level to the journey level.
- (G) Upon moving from the entry level to the journey level, an employee shall be placed on a step in the journey level pay grade with a minimum of a five percent (5%) salary increase.
- (H) Flexibly staffed classifications are those classifications identified in Appendix C.

### **Section 9 – Probationary Period**

- (A) The probationary period is an integral part of the employee selection process and provides the **COUNTY** and the probationer an equal opportunity to observe each other to determine the desirability of a continued working relationship. As part of the selection process it likewise provides each with an equal opportunity to discontinue that working relationship at any time during the established probationary period.
- (B) The **COUNTY** reserves the right, as part and parcel of the selection process, to reject any probationary employee during the initial probationary period without recourse, if in the **COUNTY**'s opinion such rejection is in the best interest of the **COUNTY**. In the event of the rejection of a probationary employee, the **COUNTY** shall notify such employee two (2) weeks prior to the effective date of such rejection, or at the option of the **COUNTY**, shall provide two (2) weeks' pay in lieu of such notice.
- (C) New bargaining unit employees shall serve an initial probationary period of six (6) continuous months worked. Employees failing to receive a ~~competent-successful~~ or better evaluation rating on their probationary review may have their probationary period extended for a period not to exceed ninety (90) days with the consent of the **UNION**. During such extension, the employee shall be entitled to all benefits under this Agreement except that they may not grieve termination of employment.
- (D) Employees who are transferred from one position to another but do not change classification or employees who are reclassified shall not serve a ~~new~~ probationary period.
- (E) Employees who are promoted to another classification shall serve a new probationary period. Such employees who fail, as determined by the **COUNTY**, to satisfactorily meet the requirement of the new position or classification, at any time during the probationary period, shall be returned to the previously held position or classification in the former department. Employees rejected in probation shall not be eligible to compete for a position in the same classification under the same work unit for a period of one (1) year.
- (F) Any probationary employee not notified of performance deficiencies noted during the first one-half (1/2) of the probationary period may assume such performance has been acceptable to date. It is understood that such ~~acceptable~~ performance does not presume continued employment for the balance of the probationary period.

TA'd 10/3/2017

ARTICLE IX

HOURS OF WORK AND OVERTIME

Section 1 – Workday/Workweek

The workday is defined as twenty-four (24) hours commencing at 2200 hours. The workweek is defined as seven (7) consecutive workdays in the calendar week commencing at 2200 hours on Friday and ending at 2159 hours on the following Friday.

Section 2 – Normal Work Schedule

An employee will normally work eight (8) hours in a workday and five (5) days in a workweek and shall normally receive two (2) consecutive days off, but not necessarily in the same workweek.

Section 3 – Employee Work Schedule

- (A) It is recognized that the COUNTY may, from time to time, find that changes in individual or operational work schedules are in the best interest of governmental operations. It is agreed that the COUNTY may make such changes, provided that except in the case of emergency or when the change is initiated by an employee, the COUNTY shall notify the employee affected at least ten (10) calendar days prior to implementation of such changes. Regular work schedules shall be established as far in advance as the COUNTY reasonably feels is practical. The ten (10) day notice of schedule change shall not be required for employees assigned to modified duty under worker's compensation.
- (B) Temporary work schedule changes for the purpose of meeting statutory requirements shall not be subject to the provisions of this Section. Emergency shall be defined as any unforeseeable circumstance or situation requiring the presence of personnel to conduct COUNTY business as deemed necessary by the COUNTY.
- (C) Work schedules shall not be temporarily changed for the purpose of avoiding the wage provisions of this Agreement.
- (D) It is understood that employees shall not have the privilege of selecting work schedules; however, the COUNTY shall make a good faith attempt to avoid making change in working schedules which result in an expressed undue hardship to affected employees, and will, within operational limitations, consider requests for shift preference. While the COUNTY shall retain the final decision relative to work schedules, any voluntary agreement reached between a Department Director and the affected employees which is consistent with the Agreement, relative to work scheduling procedures and criteria shall be followed unless amended.
- (E) It is understood that Animal Welfare Officers within Lane County Animal Services shall have the privilege of selecting work schedules based on seniority provided that work schedule requests are made prior to January 31 and July 31 of each year. Such exercise of seniority shall be limited to two (2) selections per each calendar year.
- (F) Persons in continuous operations of twenty-four (24) hours per day and seven (7) days per week who are subject to rotated shifts shall not be required to work more than seven (7) continuous days on a shift change without a day off.
- (G) Exempt employees may flex their work schedule within the eighty (80) hour bi-weekly pay period provided they receive supervisory approval. When an Exempt employee has an emergent, unanticipated work need and prefers to subsequently flex the time, he/she/the employee may work the necessary time without prior supervisory approval.

#### Section 4 – Alternate Work Schedules

- (A) In the event the **COUNTY** initiates work schedule changes resulting in a change in the number of days per week or hours per day, to be worked, the **COUNTY** shall include with the notice an explanation of any changes in overtime calculations. It is agreed that in no event shall an employee be required to work more than forty (40) straight time hours in the workweek.
- (B) An employee may submit a written request to his/her the appropriate supervisor for an permanent ongoing change in work hours and/or workdays of his/her the employee's work schedule. Such requests may provide a four (4), ten (10) hour day or a four (4), nine (9) hour day and one (1), four (4) hour day or other schedules provided, however, no schedule shall be allowed which in any way conflicts with the Fair Labor Standards Act.
- (C) When an employee works a four (4), ten (10) hour day work schedule pursuant to Section (A) above, or an alternate work schedule pursuant to Section (B) above, all hours worked pursuant to the schedule shall be considered regular hours and not subject to the overtime provisions of this Agreement.
- (D) Supervisors shall make a good faith effort to accommodate requests for an alternate work schedule. The final decision to grant or deny any request for an alternate work schedule shall be at the sole discretion of the Department Director and his/her the decision shall not be subject to the grievance and arbitration provisions of this Agreement.

#### Section 5 – Overtime

- (A) When the **COUNTY** requires non-exempt employees to work overtime, the following shall apply:
  - (1) Authorized overtime work shall be compensated by ~~cash~~ payment at the rate of one and one-half (1-1/2) times the regular hourly rate. If the employee and the department agree, an equivalent credit of compensatory time off may be given in lieu of the paid overtime.
  - (2) Except as modified by Section 4 above for full-time employees, except those who go into a leave without pay status during the workweek, all paid time in excess of forty (40) hours in any workweek or eight (8) hours in a day shall be considered overtime work. Overtime will be paid for all hours worked beyond the normal scheduled work hours.
  - (3) For part-time employees and full-time employees who are not in a paid status for forty (40) hours in a workweek, all additional hours worked will be paid on a one-to-one basis (1:1) up to forty (40) hours per week. Hours over forty (40) shall be considered overtime. Additionally, except as modified by Section 4 above, all time worked in excess of eight (8) hours in a workday shall be considered overtime work.
  - (4) The **COUNTY** shall be the sole judge as to the necessity, requirement and qualifications of personnel to work overtime. The **COUNTY** agrees to recognize and consider seniority in regards to overtime assignments.
  - (5) It is understood that for the purposes of overtime calculations, employees working shifts, which overlap workdays, shall be assumed to have completed their shift on the day in which it commenced.
  - (6) Overtime shall be compensated only once for the same hours worked.
  - (7) Overtime shall be calculated to the nearest tenth (10<sup>th</sup>) hour worked.

- (8) Any non-exempt employee, having worked on each of seven (7) consecutive days, shall be paid at the rate of two (2) times the regular straight time for all work performed on such seventh (7th) day, provided that said employee has worked forty (40) regular hours in the workweek. For the purposes of this provision, the first day worked will be the employee's first scheduled workday in the workweek.
  - (9) The classifications exempted from the provisions of this section are indicated in Schedule A, Salary Schedule attached hereto.
- (B) When the needs of the COUNTY require exempt employees to work overtime, the following shall apply:
- (1) Overtime work shall be compensated at the rate of one (1) hour of compensatory time off for one hour of overtime worked.
  - (2) All hours worked in excess of forty (40) paid hours in any workweek or eighty (80) paid hours in a pay period, not including leave bank hours or COUNTY paid bereavement, shall be considered overtime work.
  - (3) The COUNTY expects exempt employees to exercise prudent judgment in the scheduling of their time to minimize any overtime work.
  - (4) The COUNTY agrees to recognize and consider seniority in regards to required overtime assignments.
  - (5) Overtime shall be compensated only once for the same hours worked.
  - (6) Overtime shall be calculated to the nearest (nearest tenth (10<sup>th</sup>) hour worked.
- (C) Full-time Employees may accrue up to a maximum of eighty (80) hours of compensatory time. ~~All time recorded over eighty (80) hours will be paid in cash.~~ The maximum compensatory time allowed ~~will be prorated~~ for part-time employees will be forty (40) hours. All time recorded over maximum accrual will be paid out.
- (D) Any unused accumulated compensatory time off shall be paid in-cashout at the time of termination, death or transfer to another department.

### **Section 6 – Meal/Rest Periods**

- (A) Employees shall be allowed one (1) rest period of fifteen (15) minutes duration in each one-half (1/2) shift, which insofar as is practicable, shall be in the middle of each half shift, such time to begin when the employee leaves their work station, and to end when the employee returns to their work station.
- (B) Employees who are required to work beyond their regular quitting time shall be allowed a fifteen (15) minute rest period before commencing overtime work provided that it can be reasonably foreseen that such overtime will exceed two (2) hours duration.
- (C) Unpaid meal periods shall not be less than thirty (30) minutes, nor more than one (1) hour in duration. Those employees specifically required to remain at their work site and perform work in lieu of a meal period will receive pay for the time worked at the rate of time and one half.
- (D) Employees required to work in excess of two (2) hours beyond their regular scheduled shift shall be granted a minimum of one-half (1/2) but not more than one (1) hour paid meal period. It is understood that the duration of such periods shall be determined by the COUNTY.



- (E) Employees on the swing or graveyard shift shall receive a paid meal period not to exceed one half (1/2) hour in duration and shall be subject to call by the COUNTY.

### Section 7 – Cleanup Time

Employees shall be afforded necessary time, as determined by the COUNTY, for the purpose of cleanup prior to the conclusion of the work day. Animal Welfare Officers ~~at Animal Control Division~~ will be allowed to change out of their uniforms during this time.

### Section 8 – Reporting Place

- (A) Non-exempt employees shall report to their permanent-regular place of reporting so as to begin work at the designated starting time and shall return to their reporting place so as to be off work by the designated quitting time.
- (B) Exempt employees shall report to work so as to meet the requirements of their jobs.

### Section 9 – Call-back Pay

- (A) For all employees, other than ~~Animal Welfare Officers indicated below, an employee who is are~~ required to report back to the worksite prior to their next scheduled shift shall be paid a minimum of ~~one-two (24) hours~~ of pay at the applicable straight or overtime rate or for actual hours worked, whichever is greater. ~~Animal Welfare Officers who are required to report back work prior to their next scheduled shift shall be paid a minimum of two (2) hours of pay at the applicable straight or overtime rate or for actual hours worked, whichever is greater. For employees in the Department of Technology Services who are required to perform work off-site via remote access prior to their next scheduled shift will be paid a minimum of one (1) hour of pay at the applicable straight or overtime rate or for actual hours worked, whichever is greater.~~
- (B) An employee who reports for work as scheduled and upon reporting finds no work available shall be guaranteed a minimum of one (1) hour pay at the applicable straight or overtime rate, provided that such lack of work is not due to circumstances beyond the control of the COUNTY.
- (C) Except for calls received from a supervisor or manager in response to an oversight of the employee or being offered or notified of work, an employee who receives a phone call during off duty hours for the purpose of questions or inquiries on work-related subjects shall be compensated for a minimum of one-half (1/2) hour at the applicable straight or overtime rate in accordance with Article ~~IX~~9, Sections 1 and 5. If a phone call exceeds one-half (1/2) hour in duration, the employee shall be compensated for the actual time of the call. An employee called back a second time within the time frame of the original call back will not be eligible for an additional call-back pay. Exempt employees' compensation will be in the form of compensation time at the rate of one (1) to one (1).

### Section 10 – Shift Differential

The COUNTY agrees to pay a shift premium of three percent (3%) of the employee's normal base hourly rate in addition to the established wage rate or twenty-five cents (\$0.25) per hour, whichever is greater for all hours worked on swing shift or five percent (5%) of the employee's normal base hourly rate for all hours worked on graveyard shift. The swing shift shall be considered any shift with hours primarily between 1600 and 2400. The graveyard shift shall be considered any shift with hours primarily between 2400 and 0800.

### Section 11 – On-Call Time

- (A) An employee who is required to be on-call or on standby during off-duty hours will be compensated at the rate of one (1) hour regular wage per day on scheduled work days and two (2) hours regular wage per day on

scheduled days off. If the individual is called to work, they will be paid for the actual hours worked at the applicable straight or overtime rate. To qualify for on-call compensation, an employee must be required to be available for contact by telephone, pager or other telecommunication device and/or to be able to report to work immediately. Except when unforeseeable circumstances occur, no employee shall be required to be on-call more than fourteen (14) days in a twenty-eight- (28) day period.

{A)(B) It is understood that qualified Maintenance Specialists shall have the privilege of bidding by seniority for the rotating on call coverage between January 1 and January 31 of each year. Qualified employees shall mean those employees that have worked for the facilities maintenance division for one (1) year or have been approved by the facilities manager to work independently. Employees will be assigned beginning Fridays at 3:00 p.m. to be on call until the following Friday at 2:59 p.m. Employees will be compensated for seven (7) days, seven (7) twenty four (24) hour periods, of on call time. Employees will begin to claim the on call pay beginning on Saturday and ending on the following Friday. Employees will not claim on call pay on the Friday they begin the on call week.

ARTICLE X10

WAGES

Section 1 – Salary Range Adjustments

(A)

The salary ranges in effect at the ~~ratification~~-Board of County Commissioners' approval of this Agreement shall be those set forth in Schedule A and attached hereto. Effective the first full pay period following July 1, 2017, employees on the payroll on the date of the Board of County Commissioners approval of the Agreement by the COUNTY in the classifications with a negotiated market adjustment will move to the negotiated pay grade. Employees will be placed at a step closest in pay to their current step which does not result in a decrease in pay.

(B) Effective the first full pay period following January 1, 2018 all employees on the payroll on that date on step one (1) in the following classifications will receive a one-time payment of one-hundred and seventy-five dollars (\$175.00):

Administrative Assistant  
Asst Veteran Service Coord  
Cartographer GIS Technician  
Community Service Worker 2  
Community Service Worker 2 - Bil  
Cook Juvenile  
Correctional Services Tech  
Correctional Services Tech - Bil  
Data Entry Operator  
Justice Court Clerk  
Justice Court Clerk, Sr  
Landscape Technician  
Lead Juvenile Cook  
LEC Marketing Asst  
Legal Secretary 1  
Legal Secretary 1 - Bil  
Legal Secretary 2  
Mail Clerk  
Maintenance Specialist 2  
Mental Health Associate  
Office Assistant 1  
Office Assistant 1 - Bilingual  
Office Assistant 2  
Office Assistant 2 - Bilingual  
Office Assistant Sr  
Office Assistant Sr - Bilingual  
Operations Events Worker  
Victim Advocate  
Victim Advocate - Bilingual  
WIC Certifier  
WIC Certifier - Bilingual  
WM Fee Collector  
WM Fee Collector Sr

(C) Cost of Living Adjustments

- (1) Effective the first full pay period following July 1, ~~2014~~2017, employees on the payroll on ~~that~~ date of the Board of County Commissioners approval of the Agreement by the COUNTY. shall receive a ~~one and a half~~two percent (1.52%) cost of living adjustment (COLA) and the pay ranges shall be changed to reflect the increase. The salary ranges shall be set forth in Schedule A and attached hereto.
- (2) Effective the first full pay period following July 1, ~~2015~~2018, employees on the payroll on that date shall receive a two percent (2%) cost of living adjustment (COLA) and the pay ranges shall be changed to reflect the increase. The salary ranges shall be set forth in Schedule B and attached hereto.
- (3) Effective the first full pay period following July 1, ~~2016~~2019, employees on the payroll on that date shall receive a two percent (2%) cost of living adjustment (COLA) and the pay ranges shall be changed to reflect the increase. The salary ranges shall be set forth in Schedule C and attached hereto.

(D) The **UNION** will be involved and participate in cooperative efforts to enhance productivity and identify cost savings and long term financial planning. Upon request, the **COUNTY** will provide all available information regarding revenue and expenditures and financial forecasting models to the **UNION** and will meet at least quarterly to discuss the **COUNTY's** financial situation. Within fourteen (14) days following final budget action by the Board of County Commissioners, the **COUNTY** shall provide the impact statements included in the budget document for the reduction and addition of personnel to the **UNION**.

#### Section 2 – Steps in Compensation Plan

- (A) The compensation plan shall be based on a ~~ten~~ (10) Step schedule with the steps being equally spaced between the low and high ends of the salary range for each classification.
- (B) Employees hired at Step 1 of the compensation plan shall advance to Step 2 upon the completion of six months of employment with the **COUNTY**. Otherwise, step increases shall occur at twelve (12) month intervals unless the employee receives “needs improvement” or lower rating on their performance evaluation.
- (C) Employees who are denied a step increase must be notified in writing prior to the scheduled date of the increase. The notice must identify the areas of deficiency. Employee will be given the opportunity to sign the notice. Employees who are denied a step increase may utilize either the Administrative Procedures Manual (APM) evaluation appeal process or may use the grievance procedure in Article ~~VII~~6. The only permissible claim of contract violation is a management rights violation because the performance deficiency is alleged to be unsubstantiated or the denial is alleged to be inequitable. The parties agree to make every reasonable effort to resolve the issue at or before Step 3.
- (D) In the event an employee's evaluation is not completed within thirty (30) calendar days of when due, the following pay period the employee shall advance to the next higher step.

#### Section 3 – New or Revised Classifications

Should the **COUNTY** establish a new, or substantially modify an old or existing classification, the following shall apply:

- (A) A proposed wage rate shall be established by the **COUNTY**, and provided to the **UNION**.
- (B) The rate proposed by the **COUNTY** shall be deemed as agreeable to the **UNION** at the end of two (2) calendar weeks from the date of notice above unless the **UNION** requests negotiations over the proposed wage rate within that same period.

- (C) Should the **UNION** request to negotiate over the proposed wage rate, the procedures described in Article ~~XVII~~17, Section ~~21 (B)~~ shall apply.
- ~~(D) If the COUNTY and the UNION do not reach agreement on a permanent wage rate, the UNION may take the matter to final offer arbitration not less than thirty (30) days nor more than forty-five (45) days after the first negotiations meeting. Should the UNION fail to do so, the COUNTY shall implement its last offer as the permanent wage rate.~~
- ~~(E) Should the matter be submitted to arbitration pursuant to this provision, the authority of the arbitrator shall be limited to the sole question as to which party's offer is most appropriate to the maintenance of internal equity within the bargaining unit. To facilitate an orderly proceeding in this matter, the parties agree that each party shall submit a written "final offer" on the "wage rate" not less than three workdays prior to date of the hearing. Thereafter, neither party may change its "final offer" unless pursuant to stipulation of the parties. The most appropriate offer as determined by the arbitrator shall become the permanent wage rate.~~
- ~~(F) The procedures provided subsections (D) and (E) above are a creature of the Agreement. These procedures are not based upon, nor are they intended to reflect ORS 243.742 through 243.762. Further, these procedures are not based upon, nor are they intended to reflect OAR 115-40-015.~~

#### **Section 4 – Salary Protection**

No employee shall ~~have incur a his/her~~ salary reduction because of the establishment of a new or by substantially modifying an existing classification pursuant to Section 3 of this Article.

#### **Section 5 – Out of Class**

- (A) An employee temporarily transferred from a job at a lower rate of pay to a job classification at a higher rate of pay for a period in excess of one (1) hour shall be paid at the higher rate in accordance with normal promotional policy for all work performed in the higher classification, provided that the employee is qualified to perform the higher classified work and that such assignment is not for training purposes. It is agreed that employees shall not be assigned in a trainee status solely for the purpose of avoiding the provisions of this Section.
- (B) All assignments in training shall be authorized in writing upon the employee's request.

#### **Section 6 – Bilingual Differential**

- (A) Positions designated as bilingual will receive five percent (5%) additional compensation above the base classification pay.
- (B) Bilingual designation is an adjunct classification, as indicated in Appendix E. The classification specifications will include bilingual skills of a specified level in a specified language or languages. For example, an OA2 position requiring bilingual skills would be designated as OA2-B.
- (C) The **COUNTY** shall determine which positions shall be designated as "B" classifications.
- (D) The **COUNTY** may test for appropriate minimum qualifications for level of fluency to meet the minimum qualifications for the classification ~~specifications~~specification; this may include testing current employees on an ongoing basis to meet qualifications as determined by the COUNTY.
- (E) A "B" designated classification shall be considered a separate classification for the purposes of

Article ~~XVI~~16. In order for an employee in a non-"B" designated classification to bump into a "B" designated classification, the employee must meet the minimum qualification for level of fluency for the "B" designated classification.

- (F) The **UNION** may obligate the **COUNTY** to a formal classification review on two classifications to be designated as adjunct "B" classifications in addition to the six such classification reviews delineated in Article ~~XIX~~19, Section (1)(C)(2).

### **Section 7 – Direct Deposit**

~~Upon ratification of this Agreement, t~~The **COUNTY** reserves the right to distribute employee payroll via direct deposit. Unless, the **UNION** is provided no less than thirty (30) calendar days' notice to the contrary, the direct deposit program shall include the following protocols:

- (A) All employees hired after March 22, 2001, shall have their payroll transmitted via direct deposit  
Employees hired before March 22, 2001, may elect to continue to receive their payroll check via the status quo or via direct deposit. Election of direct deposit is, thereafter, irrevocable.
- (B) ~~Employees who have no access to Employee Self-Service will continue to receive a payroll advice. Employees whose payroll is subject to direct deposit will continue to receive a payroll stub comparable to that, which is provided under the status quo.~~
- (C) Direct deposit may be made to multiple financial institutions at the same time.
- (D) Subject to the conditions contained in subsection (E) herein, payroll subject to direct deposit will normally be available in the morning of the Friday on which the payroll is disbursed to employees.
- (E) In those instances when the payroll Friday occurs on a holiday as provided in Article ~~XI~~11, Section of this *Agreement*, payroll subject to direct deposit will normally be available on the day before said Friday.

ARTICLE XI11

LEAVE TIME AND HOLIDAYS

Section 1 – Holidays

- (A) The following days shall be recognized and observed as paid holidays subject to the provisions of Paragraphs (A) and (B) of this Section:

New Year's Day	Independence Day
Martin Luther King's Birthday (3rd Monday in January)	Labor Day (1st Monday in September)
Presidents' Day (3rd Monday in February)	Veterans' Day (November 11)
Memorial Day (Last Monday in May)	Thanksgiving Day Christmas Day

(B) Qualifications

The above **COUNTY** holidays are to be paid holidays, but only for eligible and qualified employees. For the purposes of this Article, an eligible and qualified employee shall mean any employee who:

- (1) Reports for work or is on paid leave on the last scheduled work day prior to, and first scheduled work day following, the holiday; and
- (2) Whose scheduled work or paid leave day falls within two (2) calendar days prior to or following the holiday.

(C) Holiday Pay

- (1) Full-time eligible bargaining unit employees shall be compensated for each holiday as follows:
  - (a) When a bargaining unit employee has requested and is regularly working on an alternate work schedule while other employees within the same division/section/work group are working a five (5) day, eight (8) hour work schedule shall have the option of reverting to a five (5) day, eight (8) hour schedule on a week including a holiday or of remaining on the alternate schedule and using two (2) hours of accrued Time Management or compensatory time to supplement the eight hours of holiday time off.
  - (b) When bargaining unit employees are required by the **COUNTY** to work a four (4) day, ten (10) hour work schedule or all of the bargaining unit employees within the division/section/work group are on a four (4) day, ten (10) hour schedule, the eligible employees shall receive ten (10) hours compensation for the holiday.
- (2) Part-time eligible bargaining unit employees shall be compensated for each holiday as follows:
  - (a) During the week of a holiday, the **COUNTY** may permit part-time employees an opportunity for modification of their work schedule so as to work additional hours in order to receive a normal pay check, including pro-rated holiday pay, without having to use time management leave or other earned leave.

- (b) In developing an opportunity for a modified work schedule for the week of a holiday, the COUNTY shall give good faith consideration to part time employees' interests regarding an alternate work schedule provided that the COUNTY's operational needs can be met. When work requirements are such that a team or work group approach is necessary for productive and/or effective accomplishment of work, the COUNTY may develop a single modified work schedule which seems to best accommodate the interests of the majority of employees on the team or work group and meet the operational needs of the COUNTY. The team or work group shall have the option of determining whether to operate using the normal or modified work schedule.
  - (c) If the COUNTY does not permit part time employees an opportunity for a modified work schedule for the week of a holiday pursuant to Paragraph (a) or (b), above, employees shall receive full holiday pay for the actual hours they would have worked on the holiday.
  - (d) If part time employees are offered an opportunity by the COUNTY for a modified work schedule for the week of a holiday pursuant to Paragraph a or b above, and elect not to change from the normal work schedule, employees must use accrued time management leave or other earned leave to supplement the pro-rated holiday pay in order to receive a normal pay check or receive a short pay check based on pro-rated pay for the holiday.
- (3) Compensation for holidays shall be as per the following:
- (a) Pay for each designated holiday which falls on a day the employee otherwise would work, and
  - (b) In addition to compensation under (a) above, a non-exempt employee required to work on a holiday shall receive, one and one-half (1-1/2) times the regular straight time rate for all work performed on a designated holiday. If the employee and the department agree, an equivalent credit of compensatory time off may be given in lieu of the paid overtime.
  - (c) In addition to compensation under (a) above, an exempt employee required to work on a designated holiday shall receive alternate time off in an equal amount at a time mutually convenient to the employee and the COUNTY.
  - (d) Employees called to work on the holiday, but who do not report, shall forfeit holiday pay unless such absence is excused.

(D) Holiday on Day Off

Whenever a holiday shall fall on an employee's scheduled day off, the last normal workday before the holiday or the first normal workday following the holiday (whichever is closer) shall be designated as the holiday. Whenever the holiday falls equally between workdays, the last workday before the holiday shall be designated as the holiday. However, as an option, upon mutual agreement between the Supervisor and the employee an alternate day off may be granted. The alternate day off must be taken by the end of the fiscal year. If the employee has requested the time and the request has been denied due to COUNTY requirements the time off will be granted within the following thirty (30) calendar days.

(E) Holiday During Leave

Should an employee be on authorized paid leave when a holiday occurs, such holiday shall not be charged against such leave or vacation.



(F) Friday Following Thanksgiving

The Friday following Thanksgiving, though not to be construed as a holiday for pay purposes, shall be considered a day off with pay except for those employees required by the COUNTY to report for work. Employees so required to work shall be given an alternate day off at the mutual convenience of the COUNTY and the affected employee. The alternate day must be taken **by between the Friday following Thanksgiving and** the end of the fiscal year. For eligible regular part time and eligible temporary employees who are not covered under Section 3, Personal Time Off, hours are to be based on the average hours scheduled during the two (2) pay periods prior to the Friday following Thanksgiving.

**Section 2 – Time Management**

(A) Purpose

It is the purpose of the Employee Time Management Program to provide employees with a leave with pay program, which is easy to understand, responsive to individual needs, and easy to administer.

(B) Eligibility

This program covers all employees in the bargaining unit. However, it is understood that initial probationary employees may only use time management for illness or emergency reasons. Employees covered by these provisions shall not be eligible for separate leave benefits covering the following:

- (1) Family Emergency Leave
- (2) Vacation Leave
- (3) Sick Leave (non-occupational or injury leave, excluding disability leave)
- (4) Personal Days

(C) Accumulation

Except as limited in subsection 5, (F) herein, leave time shall be accrued for each hour worked or hour of paid leave at the appropriate rate provided below.

- (1) Eligible non-exempt employees shall accumulate earned leave, based on full-time status, at the following rates:

<b>Months of Service</b>	<b>Earned Leave</b>	<b>Bi-Weekly Earned Leave Accumulation</b>
0 - 12 mos. (0 to 1 yr.)	20.0 days/yr	6.154 hrs/pay period
13 - 24 mos. (1 yr to 2 yrs)	23.0 days/yr	7.077 hrs/pay period
25 - 48 mos. (2 yrs to 4 yrs)	26.0 days/yr	8.000 hrs/pay period
49 - 108 mos. (4 yrs to 9 yrs)	29.0 days/yr	8.923 hrs/pay period
109 - 168 mos. (9 yrs to 14 yrs)	32.0 days/yr	9.846 hrs/pay period
169 - 228 mos. (14 yrs to 19 yrs)	35.0 days/yr	10.769 hrs/pay period
229 - 288 mos. (19 yrs to 24 yrs)	38.0 days/yr	11.692 hrs/pay period
289 mos. + (24 + yrs)	41.0 days/yr	12.615 hrs/pay period

- (2) Eligible exempt employees shall accumulate earned leave, based on full-time status, at the following rates:

Months of Service	Earned Leave	Bi-Weekly Earned Leave Accumulation
0 - 12 mos. (0 yrs to 1 yr)	23.0 days/yr	7.077 hrs/pay period
13 - 24 mos. (1 yr to 2 yrs)	26.0 days/yr	8.000 hrs/pay period
25 - 48 mos. (2 yrs to 4 yrs)	29.0 days/yr	8.923 hrs/pay period
49 - 108 mos. (4 yrs to 9 yrs)	32.0 days/yr	9.846 hrs/pay period
109 - 168 mos. (9 yrs to 14 yrs)	35.0 days/yr	10.769 hrs/pay period
169 - 228 mos. (14 yrs to 19 yrs)	38.0 days/yr	11.692 hrs/pay period
229 - 288 mos. (19 yrs to 24 yrs)	41.0 days/yr	12.615 hrs/pay period
289 mos. + (24 + yrs)	44.0 days/yr	13.538 hrs/pay period

(D) Part-time employees

Eligible, part-time employees shall accrue and use time off under this program on a pro rata basis using the percentage of full-time the employee was paid in the previous two pay periods as a base.

(E) Existing Vacation

(1) An employee's existing vacation accrual at the time of July 1, 1987 will be preserved in a separate balance. Employees with an existing vacation balance will have the option of charging leave to either the vacation balance or the time management balance. At the time of termination or retirement, any vacation balance shall be paid in-cash-out at the then current salary rate on a one for one basis.

(2) Upon the termination of an employee, or in the event of the death of an employee, the employee's vacation balance shall be paid outin-cash.

(F) Usage

(1) Subject to the terms provided herein, earned leave time shall be available for use as it is earned.

(2) During the course of the year, absences from work for any reason other than on-the-job illness or injury covered by Workers' Compensation, disability leave as provided for in Section 5 of this Article, or paid holiday shall be charged against the employee's accrued leave balance. Earned leave shall accrue whenever an employee is on paid status with the COUNTY. Employees do not accrue earned leave when on leave without pay.

(3) Time management requested and taken on a given day shall be equal to the number of hours the employee actually takes off work provided that such time shall not exceed the number of hours the employee would normally have worked on that day.

(G) Maximum Accumulation

An employee may accumulate earned leave, excluding the separate vacation balance, if any, to a maximum of twice their annual time management accumulation. As of the end of the pay period in which March 31 falls in each year, any employee credited with accrued leave greater than twice their annual leave accumulation shall forfeit that amount above their maximum accumulation. An

employee who has acquired the maximum allowable accumulation of earned leave may continue to accumulate earned leave for the balance of the year in which the maximum accrual was reached, provided, however, that the employee must reduce the accumulation to the maximum allowable prior to the following March 31 or forfeit the excess.

(H) Termination

After six (6) months of service, upon the termination of an employee, the employee's accrued time management leave balance as of the date of termination shall be converted into pay at the rate of one (1) hour for each two (2) hours of accrued time management leave.

(I) Death

After six (6) months of service, in the event of the death of an employee, all accumulated earned leave shall be paid to the employee's personal representative at the current rate of pay.

(J) Scheduling

(1) Employees shall, whenever possible, request time-off in advance by at least fifty percent (50%) of the requested time off. Use of such leave must be scheduled between the employee and the COUNTY. When an employee is sick or an emergency occurs requiring their presence elsewhere, the employee must notify their supervisor prior to the start of the employee's shift unless circumstances prevent the employee from doing so. If there is a situation that requires the employee to leave their worksite after the start of their scheduled shift, the employee shall notify their supervisor prior to leaving the workplace as appropriate per workgroup (examples include, but are not limited to: in-person, phone call, email, or text message). Substantiation of illness, injury, or emergency may be required by the COUNTY when a pattern of excessive use of time management without prior supervisor approval interfering with operations has been documented. The first time an employee is absent without pay, without advance supervisor approval, the COUNTY may require ~~him/her~~the employee to have one counseling session with the COUNTY provided Employee Assistance Program provider.

(2) Supervisors shall respond in a timely fashion to written requests for leave. Requests for leave submitted after the January 15 seniority option, shall be deemed to be approved if not denied within fourteen (14) days of receipt for requests submitted more than two (2) months ahead within seven (7) days for requests submitted two (2) weeks to two (2) months ahead, and within fifty percent (50%) of advance time for requests submitted less than two (2) weeks ahead. All leave requests after January 15 shall be on a first come first serve basis.

(3) Leave shall be scheduled by the COUNTY based primarily upon the needs of efficient operation, the availability of relief, and being responsive to the needs of the employee to use ~~his/her~~earned leave. Employees shall be responsible for planning and initiating requests for leave. Supervisors will make a good faith effort to accommodate all leave requests. Requests made more than one (1) week in advance or fifty percent (50%) of the time off requested, whichever is greater, will be granted under normal circumstances, provided that the number of employees gone simultaneously is not excessive. For purposes of this Section, the phrase "normal circumstances" is not intended to apply to periodic times of high workload demands, but is intended to apply to consistent workloads that are quite heavy as a result of layoffs or other general staffing shortages. In case of conflicts between employees concerning the scheduling of leave, the employee with the longest period of continuous service with the COUNTY shall be given first consideration, provided that leave requests are made prior to January 15 of each year. Such exercise of seniority shall be limited to one (1) selection per each calendar year. In extenuating circumstances, the COUNTY, when practicable, will attempt to

accommodate requests for leave schedule modifications.

(K) Conversion

- (1) Employees may sell accrued time management hours and vacation hours subject to the following restrictions:
  - (a) The maximum number of time management hours and vacation hours that can be converted into **cash-paid** compensation in a calendar year cannot be greater than the number of hours taken in that same calendar year or eighty (80) hours whichever is the lesser.
  - (b) Employees must have a balance of at least forty (40) hours of time management after selling the time.
  - (c) The time management leave hours must be either scheduled or used prior to any conversion pursuant to this provision.
- (2) Subsection (1) above notwithstanding, during the last three (3) calendar years prior to retirement eligibility, employees may sell up to 200 hours per calendar year of their annual leave accrual at the current rate of pay. Extensions of an employee's scheduled retirement date notwithstanding, no employee will be entitled to this benefit in more than three (3) years.
- (3) Subsection (1) above notwithstanding, employees who are laid off may sell back up to a maximum of eighty (80) hours of time management inclusive of any time management previously sold back in that year. If and when employees are recalled, within the first six (6) months of recall, they may buy back all or part of their previously accrued leave balances at the rate in effect at the time they are recalled at the same ratio at which they were **cash-ed-paid** out.

(L) Procedure for Donation of Time Management

Time Management Donations will be allowed on a case-by-case basis and will require approval by the Human Resources Director. Employees who have an extreme emergent situation, have no available earned leave time, and will not qualify for short-term or long term disability through the **COUNTY**, may request Time Management Donations through the following procedure:

- 1) Employee or **his/her/the employee's** co-workers may make a request in writing to their supervisor stating the nature of the emergent condition and the reason for the request.
- 2) The Supervisor will review the request, verify the employee's leave balance, and check to see if other options are available. If it is found that no leave is available, the request will be forwarded to the Department Director. If the Department Director concurs, the request is forwarded to the HR Director for approval.
- 3) Employees of the Department are notified of need and given an opportunity to donate. In order for this policy to be most effective, employees should be given a specific period of time in which to donate hours.
- 4) The necessary Donation of Time Management Hours form is provided by the department and when filled out is submitted directly to Payroll in order to maintain confidentiality. Names of donors will remain confidential.

- 5) When an employee must take time off from work, hours will be coded as leave without pay. Donated hours are transferred to the employee's account as needed by Central Payroll. The donated Time Management hours may not be used for any other purpose than the emergency for which they are intended. The department is responsible for monitoring these hours and should notify Central Payroll if there are hours that are not eligible for donated time.
- 6) When the emergent situation has ended, any donated hours not used will be credited back to donors on a pro-rata basis.
- 7) Donations will be based on time donated, not dollar value of donation.
- 8) The 80-hour eligibility period for Disability Leave defined in Section 5 (B) below will not be subject to this program. An exception may be granted by the HR Director.

### **Section 3 - Personal Time Off (PTO)**

In lieu of Time Management accrual and holiday pay, temporary employees covered by this agreement, excluding Fee Collectors, will accrue Personal Time Off (PTO) at a rate of .115385 hours per each hour worked with a maximum accrual of 120 hours in a fiscal year.

- (A) PTO cannot be sold during the time a temporary employee is employed.
- (B) PTO will be cashed out at a rate of 1:1.
- (C) PTO will be cashed out upon termination or upon the depletion of the 1040 hours.
- (D) PTO must be exhausted to take unpaid leave.
- (E) PTO must be used if an employee takes time off during a regularly scheduled work day including holidays.

### **Section 4 – Occupational Illness or Injury**

~~In the event of a leave of absence due to an illness or injury covered by Workers' Compensation, the following shall apply:~~

~~(A) — Employees with less than six (6) months of service who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their assigned duties will be paid the difference between their regular salary and compensation benefits for lost time at the rate of one day per month of employment.~~

~~(B) — Employees with more than six (6) months of service who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their assigned duties will be paid the difference between their regular salary and compensation benefits minus any applicable employee contributions for lost time for the first ninety (90) calendar days of the employee's on-the-job illness or injury. Such time shall not be charged against any earned leave balance.~~

~~(C) — Employees under this Section shall have the option of giving their full Workers' Compensation check to the COUNTY and receiving their regular salary.~~

### **Section 5 – Non-Occupational Disability Leave**

~~(A) — After completion of six (6) months of employment, if a non-occupational illness or injury exceeds~~

the eighty (80) hour elimination period, the COUNTY will provide compensated time off at the employee's regular rate of pay for the first two (2) weeks of disability, or any part thereof, of disability; at ninety percent (90%) pay for the next two (2) weeks, or any part thereof; at eighty percent (80%) pay for the next two (2) weeks, or any part thereof; and at sixty-six and two-thirds percent (66-2/3%) any remaining disability period. ~~This change in disability leave would be effective immediately upon ratification of the contract.~~

(B) All disability leave pay is less any Workers' Compensation benefits for which the employee may be entitled following the elimination period until the employee is released to return to work up to a maximum of ninety (90) days within one hundred five (105) calendar days from the first day of absence for a specific illness or injury.

(A)(C) The date on which an employee is unable to report to work due to a specific illness or injury will be the first day of absence for purposes of establishing qualifications for non-occupational disability leave.

(D) The employee will be required to satisfy the eighty (80) hour elimination period prior to qualifying for disability leave benefits. Once the eighty (80) hours are satisfied, the employee will not be required to fulfill a new elimination period no additional time management will be charged for the same illness or injury so long as the elimination period and the disability leave do not exceed a total period of one hundred five (105) calendar days from the first day of absence or eligibility for long-term disability insurance coverage, whichever occurs first. Disability leave, including but not limited to the elimination period and paid leave hours, shall be prorated for part-time employees.

(B)(E) ~~However, a~~An employee whose disability leave exceeds two (2) weeks beyond the elimination period, thereby becoming eligible for a reduced percentage of pay, may choose to offset the reduction from their regular pay by charging time to their accrued time management or vacation leave balance. Disability leave, including but not limited to the elimination period and paid leave hours, shall be prorated for part-time employees.

It is understood that disability leave for any reason shall not exceed that period during which the employee is in fact physically unable to return to work, as substantiated by the employee's physician.

(C)(F) It is understood that any time off charged to disability leave pursuant to this Section may require substantiation to the satisfaction of the COUNTY prior to compensation. Failure to provide satisfactory substantiation will result in denying compensation and may result in disciplinary action pursuant to Article ~~V~~5, Discipline and Discharge, of this Agreement.

(D)(G) Employees who have hours remaining in the Extended Illness Bank shall not lose those hours. However, no additional hours will be added to this bank. Extended Illness Bank hours may be used for the sole purpose of off-setting the use of Time Management hours to meet the eighty (80) work-hour elimination period prior to the start of disability leave. After sixty (60) work-hours have been charged to the Time Management balance, the remaining hours of the elimination period shall be charged to any remaining balance in the employee's Extended Illness Bank until the employee has exhausted his/her available Extended Illness Bank hours.

(E)(H) Employees who are on disability leave shall not accrue Time Management, ~~to be effective immediately upon ratification of the contract.~~ However, if an employee returns to work, with an appropriate medical release, they will accrue Time Management for the actual hours worked.

#### Section 6 – COUNTY Paid Bereavement

Employees shall be reimbursed for lost work as a result of a death in the employee's immediate family to a maximum of three (3) days (need not be consecutive days) pay, or if out-of-state travel is required, one

(1) weeks' pay, at the regular straight time hourly rate. The COUNTY may require verification of the family status. Immediate family shall be defined as mother, father, spouse, Registered Domestic Partner, domestic partner (affidavit on file), sister, brother, child (biological, adopted, foster, step-child, or the child of an employee's registered domestic partner), grandparent, grandchild, stepmother, stepfather, father-in-law, mother-in-law, son-in-law or daughter-in-law, grandparent-in-law, parent of registered domestic partner, a person with whom the employee is or was in a relationship of in loco parentis or any other relative residing in the employee's immediate household. In order to receive reimbursement leave must be taken within thirty (30) days of death.

### **Section 7 – Jury Duty**

An employee called for jury duty, or subpoenaed as a state's witness in any Municipal, COUNTY, State or Federal Court shall, upon receipt by the COUNTY of all fees paid to the employee for such service, be reimbursed-paid for loss of wages incurred as a result of such service. Employees called for jury duty on a day when they are not scheduled to work shall be allowed to retain fees paid to the employee by the court for such service. The COUNTY shall not change an employee's normal work shift because of jury duty.

### **Section 8 – Leave of Absence**

- (A) Leave of absence for good cause may be granted by the COUNTY provided that such leaves do not significantly disrupt normal COUNTY operations.
- (B) Leaves of absence shall be without pay except as specified elsewhere in this Agreement. Leaves of absence may be requested prior to the use of any accumulated leave time.
- (C) Except for UNION leaves as provided in Article IV-4 and Family Medical and Parental Leave under state and federal law, employees are generally required to use accrued leave and compensatory time prior to going on leave without pay. Employees may request to retain up to eighty (80) hours of leave time, in recognition of the need to have time for sick leave purposes.
- (D) Requests for such leaves shall be in writing and applicable upon written receipt of approval from the appropriate appointing authority stating the terms and conditions of the leave.
- (E) With the exception of military active duty, Peace Corps, and UNION leave, a leave of absence without pay may not exceed ninety (90) calendar days, subject to extension on approval of the County Administrator.
- (F) Except for military leave, family medical leave, workers' compensation leave, UNION leave, or other statutorily protected leave, employees' credited years of service, seniority, probation, and leave eligibility dates will be adjusted after fifteen (15) consecutive days on leave without pay to reflect a deduction of the time of a leave without pay. Employee's merit eligibility, performance review, and probation dates will also be adjusted. Employees on leave without pay status will not accrue leave.
- (G) Employees on leave without pay for one (1) calendar month or more will not be eligible for any insurance benefits provided under the terms of this Agreement, except as required by state or federal law, or by mutual agreement of the parties. Employees on an approved leave of absence may purchase COUNTY health insurance at their own expense.
- (H) An employee who has been granted a leave of absence and who, for any reason, fails to return to work at the expiration of said leave of absence, shall be considered as having resigned, and the position shall thereupon be declared vacated; except and unless the employee, prior to the expiration of the leave of absence, has furnished evidence of inability to return to work by reasons of sickness, physical disability, or any other legitimate reason acceptable to the COUNTY beyond the control of the employee, and has received approval for an extension of such leave.

**Section 9 - Military Leave**

(A) Annual Training Leave

An employee who has been employed by the COUNTY for six (6) months or more and who is a member of the National Guard or of any reserve component of the Armed Forces of the United States is entitled to a leave of absence for a period not to exceed fifteen (15) days in any training year for annual active duty training. The training year coincides with the federal fiscal year. The leave shall be granted without loss of pay or other leave, and without impairment of other rights or benefits to which the employee is entitled, providing the employee received bona fide orders to active or training duty for a temporary period, provides them to the COUNTY, and returns to ~~his or her~~the COUNTY position immediately upon expiration of the period for which ~~she or he~~the employee was ordered to duty. Employees may use accrued personal time or leave without pay to cover additional National Guard or reserve training leave, including weekend training.

(B) Military Leave While on Active Duty

Employees called for active duty will be granted leave without pay in accordance with state and federal law. See the COUNTY's Administrative Policy Manual for more information.

(C) If state or federal law change during the life of the contract, notwithstanding (A) and (B) above, the COUNTY will grant military leave in accordance with the updated law.

**Section 10 – Unexcused Absence**

Absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by a specific grant or leave of absence under the provisions of this Agreement, shall be deemed to be an unexcused absence without pay and subject to disciplinary action up to and including discharge as provided for in Article ~~V-5~~ of this Agreement.

**Section 11 – Subrogation**

Any employee who sustains any illness or injury and continues to receive their regular wages from the COUNTY shall be obligated to return to the COUNTY any payment they may receive reimbursing them for lost wages from a third party(ies). For example, if the employee is a victim in a motor vehicle accident and recovers lost wages from a third party(ies) or the third party's(ies)' insurance carrier, the employee must reimburse the COUNTY for the disability wages paid to them by the COUNTY. In addition, it is recognized that the COUNTY has a right to initiate or join any proceedings against a third party(ies) to seek reimbursement of disability wages.

TA'd 10/3/2017



ARTICLE XII

INSURANCE AND RELATED

Section 1 – Types of Insurance

1 The COUNTY agrees to cover its eligible and qualified permanent probationary and non-probationary employees with certain insurance protection and related programs ~~identified below at benefit levels no less than those recommended by the Joint Labor/Management Benefit Review Committee and adopted by the Board of County Commissioners, except for the changes described in Section 2, paragraphs (A) and (B), below.~~ Should the costs of such programs increase during the life of this Agreement or if new or improved benefits are instituted as a result of legislative action, such cost increase shall be covered by the COUNTY whenever such charges become effective.

- (A) Employee and eligible dependent health insurance, ~~with major medical services, or, at the option of the employee, a health maintenance plan. COUNTY contribution to be equal under both plans.~~
- (B) Employee and eligible dependent dental insurance (including adult orthodontic care).
- (C) Employee long-term disability insurance to provide sixty-six and two-thirds percent (66-2/3%) of gross income after ninety (90) days of disability, not to exceed the limits of the plan. Effective January 1, 2018 the limits of the plan shall be 66-2/3% of a gross monthly income limit of \$10,000 (or \$6,667 per month).
- (D) Employee and eligible dependent vision exam plan to be included in the health plans.
- (E) Employee accidental death and dismemberment term life insurance in the amount of \$25,000 dollars or one times annual salary, whichever is greater.
- (E)(F) Effective January 1, 2018 part time employees who are regularly scheduled to work between twenty (20) and less than thirty (30) hours per week will receive employee-only health, dental and vision exam insurance. Such employees may elect to self-pay for purchase of dependent health and vision exam coverage under the COUNTY's group plan at the applicable COBRA rate. Employees within these positions on or before December 31, 2017 will continue their existing eligibility for health, dental and vision exam insurance.

Section 2 – Health Insurance Plan

- (A) ~~Effective January 1, 2015, e~~Employees will have the choice between a point of service plan (the "Co-Pay Plan"), and ~~a the high-High Ddeductible Health major-medical Pplan (HDHP) with a health savings account (HSA) (the "HSA-Plan").~~ Effective January 1, 2018, employees will have the choice between the Co-Pay Plan, the PrimePlus Plan, or the high deductible health plan (the "HDHP") with a Health Savings Account. All three plans include coverage for a vision exam. Employees may elect to move from plan to plan during subsequent open enrollment periods.
- (B) For all employees who elect the HSA-HDHPPlan, the COUNTY will deposit an amount equivalent to the annual deductible, based on their enrollment as individual or family, into the employee's health savings account within the first five (5) business days following January 1, 20185.
- (C) For all employees who elect the HSA-HDHPPlan, the COUNTY will deposit an amount equivalent to the annual deductible, based on their enrollment as individual or family, into the employee's health savings account within the first five (5) business days following January 1, ~~2016~~2019.
- (D) For all employees who elect the HSA-HDHPPlan, the COUNTY will deposit an amount equivalent

to the annual deductible, based on their enrollment as individual or family, into the employee's health savings account within the first five (5) business days following January 1, ~~2017~~2020.

- (E) ~~Under the Co-Pay plan, the co-pay for professional services will increase to thirty-five dollars (\$35.00) per co-pay/visit.~~
- (F) ~~For all new hires who elect the HDHP, the COUNTY will deposit a prorated amount in the employee's HSA upon eligibility in their first year of employment. The HSA amount will also be adjusted and prorated for employees moving from individual to family enrollment during the year. The prorated adjustments under this paragraph will be effective the first pay period of the month following the date of eligibility.~~
- (G) ~~Effective January 1, 2018 all employees will contribute the following toward their elected healthcare plan:~~
- ~~a. For all employees who elect the HDHP, the employee's monthly contribution will be as follows: Employee Only or Employee + Other (Children/Family/Spouse or Domestic Partner) = twenty dollars (\$20.00).~~
  - ~~b. For all employees who elect the Prime Plus Plan, the employee's monthly contribution will be as follows: Employee Only = thirty dollars (\$30.00); Employee + Other (Children/Family/Spouse or Domestic Partner) = fifty dollars (\$50.00).~~
  - ~~c. For all employees who elect the Co-Pay Plan, the employee's monthly contribution will be as follows: Employee Only = fifty dollars (\$50.00); Employee + Other (Children/Family/Spouse or Domestic Partner) = seventy dollars (\$70.00).~~
  - ~~a-d. For employees who complete the biometric screening and health history and risk assessment questionnaire portions of the annual "Live Well" Health Risk Assessment (HRA), offered by the COUNTY, the COUNTY will provide a monthly "Live Well" credit of twenty dollars (\$20.00) to the employee's health contribution cost. In order to continue to receive this credit beyond March 31, 2018, employees will need to annually complete all three (3) elements of the HRA: the biometric screening, health history and risk assessment questionnaire and comprehensive health review.~~

~~(D)~~(H) Opt Out

- (1) ~~For the plan years January 1, 2014 to December 31, 2017, T~~the COUNTY will offer an "opt out" provision for employees who determine that they do not require medical and vision exam insurance coverage through the COUNTY plans.
- (2) The monthly amount that an employee would receive is \$350.00 in lieu of medical and vision exam insurance coverage. This amount will be \$175.00 for part-time employees hired on or after January 1, 2018.
- (3) The employee will be required to provide proof of other group coverage at the time of the declination of COUNTY medical and vision exam insurance coverage, and is required to have continuous group medical coverage.

(E)(I) UNION agrees to maintain an assertive duty to support further plan design changes as may be necessary to mitigate keep the highest year-to-year premium health insurance plan costs increases at or below ten percent (10%).

**Section 3 – Retirement Enrollment**

The COUNTY agrees to enroll each eligible and qualified employee in the following programs:

- (A) The COUNTY agrees to enroll each eligible and qualified employee in the Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP) and pay the employer's contribution. ~~Effective the first pay period following July 1, 2007, t~~The COUNTY will contribute the employee's 6% to the IAP.
- (B) The Social Security System (FICA), for enrollment purposes, only.

#### **Section 4 – Retiree Benefits**

- (A) The employee's last date of hire in a permanent position with the COUNTY will be used to determine eligibility under this Section.
- (B) Upon retirement, all employees hired on or before July 1, 1987 and who have worked ten (10) full, continuous years prior to age seventy (70) shall be eligible for COUNTY-paid retiree health insurance and may transfer from the active group to the retired group.
- (C) Upon retirement, all employees hired after July 1, 1987 and before July 1, 1997, and who have worked twenty (20) full, continuous years prior to age seventy (70) shall be eligible for COUNTY-paid retiree health insurance and may transfer from the active group to the retired group.
- (D) Retired employees eligible for COUNTY retiree health insurance under this provision either on a COUNTY-paid or self-pay basis are also eligible to purchase COUNTY health insurance in the retired group for their eligible dependents.
- (E) To qualify for retirement and be eligible for COUNTY-paid retiree health insurance, an employee must meet the years of COUNTY service requirement and be receiving a PERS pension, or meet the COUNTY service requirement and be eligible for and receiving disability benefits under PERS or Social Security.
- (F) An employee who has otherwise qualified for health benefits pursuant to this section, but is between the ages of 54 and 55, and is laid off pursuant to Article ~~XVI-16~~ of this Agreement, shall be entitled to immediately begin receiving the retiree health insurance benefits to which ~~he/she~~the employee would otherwise be entitled pursuant to this section.
- (G) Employees hired on or after July 1, 1997, shall not be eligible for COUNTY-paid retiree health insurance benefits.
- (H) The COUNTY agrees to provide an Early Retirement Alternative for the employees who meet the years of service requirement specified in Paragraph A through C above, but who have not yet qualified for PERS retirement benefits. Under this alternative an employee must self-pay their Lane County Medical premiums continuously from the first of the month following their termination date of employment until the date the employee is eligible for PERS Retirement Benefits. Failure to collect PERS benefits as soon as eligible, including reduced benefits, will disqualify the employee from COUNTY-paid benefits and will terminate this option.

#### **Section 5 – Personal Property**

Loss or damage to personal property shall be compensated for by the COUNTY, provided that:

- (A) The employee would reasonably be expected to be wearing or carrying the property in question in the performance of ~~his/her~~the employee's job.;
- (B) Such loss or damage occurs during the course of employment and;

- (C) The loss was not the fault of the employee.
- (D) This provision does not apply to personal vehicles, jewelry, personal cell phones or similar items.

**Section 6 – Employee Assistance Program**

The COUNTY shall continue to provide the voluntary, confidential counseling services of an Employee Assistance Program to employees covered by this Agreement. All information gathered through the voluntary use of the Employee Assistance Program shall be held strictly confidential unless the Employee Assistance Program has obtained a signed release from the employee.

**Section 7 – Fitness Membership**

The COUNTY shall establish an organizational membership at a local health club / gym so that employees may choose to work out on their personal time in order to maintain or improve their physical fitness. Should the service provider go out of the business or change ownership the COUNTY and the UNION agree to reopen the bargaining for this benefit.

**ARTICLE XIII**

**SAFETY**

**Section 1 – Safety Policy**

The COUNTY acknowledges an obligation to provide a safe and healthy environment for its employees. Likewise, the UNION recognizes an obligation on behalf of employees to conform to published safety rules and regulations, and that failure to conform to such rules and regulations shall be subject to disciplinary action, which may include discharge.

**Section 2 – Unsafe Acts**

- (A) Employees have an obligation not to perform an unsafe act, which may cause injury to the employee or another. Employees, exclusive of employees in the Department of Public Safety and employees assigned to Animal Services, shall suffer no disciplinary action as a result of refusing to perform such unsafe acts.
- (B) The assignment of work for which a state license or certification is required to an employee who does not possess such license or certification shall be considered an unsafe act.

**Section 3 – Safety Recommendations and Committee**

- (A) The COUNTY and the UNION agree to participate in a COUNTY-wide Joint Safety and Health Committee to discuss issues of mutual concern and make recommendations to the COUNTY Administrator and Department ~~Heads-Directors~~ regarding the safety and health of COUNTY Employees. The committee shall be composed of an equal number of management and UNION representatives, not to exceed three (3) AFSCME representatives. The UNION representatives shall be selected by the UNION.
  - (1) The COUNTY-wide Joint Safety and Health Committee:
    - (a) Shall meet ~~at least once every month~~ twice per quarter;
    - (b) May make periodic inspections of the COUNTY's facilities as it deems necessary;
    - (c) May make recommendations for the correction of unsafe or harmful conditions and the elimination of unsafe or harmful working practices;
    - (d) May review and analyze summary reports relating to the causes of any industrial injury or illness, investigate the causes of same, and recommend rules and procedures for the prevention of accidents and disease and for the promotion of the health and safety of employees;
    - (e) May promote health and safety education;
    - (f) May initiate an investigation on any worker exposure to potentially dangerous substances, fumes, noise, dust, etc.;
    - (g) Shall be notified of any proposed measurement of worker exposure to any potentially dangerous conditions and review the measurement procedures;
    - (h) Shall receive in writing the identification of any potentially toxic substance to which the workers are exposed together with ~~material-Safety Data Sheets~~ (SDS).

- (2) To the extent required by law, a **UNION** and management representative of the Committee will be allowed to be present on any safety inspection conducted under the auspices of the State Workers' Compensation Department or its successor. Such representatives may request to be present at any related closing conference. Such request will be directed to the Risk Manager.
- (3) Employees engaged in activities covered by subsection (A) of this Section, shall do so during their normal working hours without loss of pay.
- (B) The **COUNTY**-wide Joint Safety and Health Committee shall develop a Safety Recommendation System whereby employees may make a recommendation concerning a perceived unsafe condition, and shall receive notice of action taken.

#### **Section 4 – Protective Clothing and Tools**

Necessary personal protective equipment, as the **COUNTY** deems proper for the performance of any job will be supplied by the **COUNTY**, provided that such equipment is returned to the **COUNTY** in reasonable condition. Employees shall be charged the then current replacement rate for equipment not so returned.

#### **Section 5 – Boot Allowance**

~~Effective the first full pay period following July 1, 2014 t~~The **COUNTY** shall ~~provide-reimburse, with proof of actual purchase, non-probationary and promotional probationary~~ employees ~~up to one~~two-hundred and ~~seventy-five~~ dollars (\$~~175~~200.00) annually for safety boots for the ~~following~~ classifications ~~below~~, ~~provided the footwear meets applicable protective safety requirements as determined by the Lane County Human Resources Safety Specialist.~~

Maintenance Specialist 1  
Maintenance Specialist 2  
Maintenance Specialist 3  
Landscape Technician  
Lane Events Center Maintenance Specialist  
Lane Events Center Maintenance Worker  
Environmental Health Specialist at Public Works  
Environmental Health Specialist 2 (assigned to and performing field duties in the sub-surface sanitation program)  
Stores Clerk at Warehouse  
Animal Welfare Officer  
Senior Animal Welfare Officer

~~Appraisers (assigned to and performing field duties)  
Juvenile Justice Specialist (assigned to Youth Services work crews)  
Community Service Workers (assigned to Youth Services work crews)~~

TA'd 9/18/2017

**ARTICLE XIV14**

**TRAINING**

**Section 1 – Employee Requests**

An employee wishing training may submit a written request to ~~his/her~~ the employee's supervisor. Such a request may include, but is not limited to, release time with pay, flexible working hours, tuition, and travel. The COUNTY will give good faith consideration to requests for job-related training, which will increase the capability of the employee in current assignments, or career enhancement training, which will help prepare the employee for advancement within the COUNTY. The supervisor shall decide whether to grant, deny or to modify the request, provided, however, any Agreement shall be in compliance with the provisions of the Fair Labor Standards Act. The supervisor's decision will be reviewed by the Department Director, upon the employee's request, and the Department Director's decision shall be final.

**Section 2 – Required Training**

When an employee is required by the COUNTY to take work-related training, the employee shall be granted release time with pay for such training if it occurs during working hours. When an employee is required to take work-related training during non-working hours, the employee shall be granted overtime pay or compensating time off subject to Article ~~IX9~~, Hours of Work and Overtime. For the purposes of this provision, overtime shall include reasonable time spent in travel. Appropriate costs for such training shall be borne by the COUNTY.

**Section 3 – Training Proposals**

- (A) An employee, group of employees, or the UNION on behalf of the members of the bargaining unit may present a training proposal to the Human Resources Department.
- (B) The COUNTY's Training Coordinator shall review and consider all proposals submitted pursuant to this Section.
- (C) Upon request of the UNION, the Training Coordinator shall meet with the UNION and a reasonable number of affected employees to discuss the training proposal. Such meeting shall be held at a time and place mutually agreeable to the Training Coordinator and the UNION.
- (D) The Training Coordinator shall respond in writing to the UNION regarding the training proposal.

**Section 4 – Changes in Job Requirement**

When there is a substantive change in the knowledge, skills, and abilities required for a position due to technology, licensures, programmatic, or similar changes, the COUNTY agrees to provide employees a reasonable amount of time to meet the new requirements. Generally, six (6) months will be considered a reasonable period of time.

**Section 5 – Mental Health Specialists**

The COUNTY agrees to reimburse employees in Mental Health Specialist 1 classifications for costs related to individual supervision for obtaining licensure required to promote to a Mental Health Specialist 2 classification under the following conditions:

(A) Reimbursement for individual supervision will not exceed \$3,000.00;

(B) Employees will be reimbursed once they provide verification of licensure from the State of Oregon;

- (C) Employees must provide detailed receipts for the hours and supervision received;
- (D) Employees will only receive reimbursement for individual supervision while they have been a COUNTY employee;
- (E) Employees will only be reimbursed for up to one-half of the total supervision hours required for licensure, with the COUNTY providing employees the opportunity for the balance of supervision to occur in a group setting.
- (F) Employees who voluntarily leave COUNTY service within two (2) years of reimbursement will reimburse the COUNTY in accordance with the following schedule:
  - (1) 100% if separation occurs before completing one (1) year of employment after reimbursement.
  - (2) 50% if separation occurs after one (1) year and before eighteen (18) months of employment after reimbursement.
  - (3) 25% if separation occurs after eighteen months (18) and before two (2) years of employment after reimbursement.
- (G) Employee will sign an authorization form to allow for deduction of funds in accordance with repayment schedule to be deducted from their final paycheck and agreement to pay any amount not covered by the final paycheck.

TA'd 9/18/2017



ARTICLE XV15

SENIORITY

Section 1 – Definition

Seniority is defined as the relative position of an employee in relation to other employees based on most recent date of continuous classified employment with the COUNTY uninterrupted by voluntary quit, discharge or resignation, provided that in the event of an unpaid leave of absence beyond ninety (90) calendar days other than military, Peace Corps, or UNION leave granted in accordance with this Agreement, the actual time of leave shall be deducted from the employee's length of continuous service. No bumping rights will exist for any non-bargaining unit employees to displace bargaining unit employees.

- (A) If a current non-bargaining unit employee employed prior to August 25, 1982, becomes a bargaining unit member by promotion, demotion, transfer, reclassification or recall into a vacant bargaining unit position, said employee shall be allowed to receive seniority credit for up to fifty percent (50%) of their previous COUNTY service, up to a maximum of five (5) years seniority. This partial credit for previous service shall not apply when the employee is entering this bargaining unit from another established bargaining unit unless there is a reciprocity agreement on the part of the other bargaining unit.
- (B) Employees transferred or promoted out of the bargaining unit shall not accumulate seniority while out of the bargaining unit. Any such employee subsequently returned into a bargaining unit position shall be entitled to have their frozen seniority restored, which was earned in the bargaining unit.
- (C) Any individual currently employed outside the bargaining unit who was previously employed in the bargaining unit, if moved pursuant to this Agreement, back into the bargaining unit, would be credited with all previous bargaining unit seniority or the fifty percent (50%) of his/her/the employee's total COUNTY service referenced above, whichever is greater.
- ~~(D) — The above notwithstanding, for those employees employed in classifications listed in Appendix B, total COUNTY service shall be used to determine seniority for the purpose of lay-off pursuant to Article XVI, Section 1 only.~~

Section 2 – Continuous Service

Continuous service shall be employment unbroken by separation from COUNTY service, other than by military, Peace Corps, paid leave or UNION Leave in accordance with Article IV4. Time spent on other types of authorized leave will not count as time of continuous service, except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave or layoff.

Section 3 – Seniority List

Employees shall be added to the seniority list upon completion of the probationary period, indicating seniority from the date of hire with Lane COUNTY.

- (A) The COUNTY shall furnish to the UNION, upon request, a current seniority list quarterly.
- (B) In the event of a tie in length of service, seniority will be established by the flip of a coin.

TA'd 7/31/2017

ARTICLE XVI16

LAYOFF AND RECALL

Section 1 – Layoff

- (A) Bargaining unit employees with the least seniority within the job classification and series within a department shall be subject to layoff first unless in the COUNTY's judgment, the retention of special skills requires layoff on another basis. It shall be understood that on a COUNTY-wide basis, initial probationary and temporary employees within the affected classification or any lower classification in the classification series shall be removed from COUNTY employment before a layoff of permanent employees occurs. If approved by the COUNTY, an employee may elect to be subject to layoff even though their seniority may be greater than that of an employee scheduled for layoff.
- (B) Should a layoff or elimination of a position occur, the employee with the least seniority within the affected classification shall move to a lesser classification in the same series within the same department provided that the employee's seniority is greater than that of any employee in the lesser classification. Then the least senior employee or employees displaced would have the same right to move to the next lower classification in the same series within the same department.
- (C) Employees subject to layoff shall be given written notification at least fourteen (14) calendar days in advance of the effective date of layoff.

Section 2 – Recall

- (A) The order in which recall/transfer takes place shall be as follows:
  - (1) Reassignment of duties within department within same classification.
  - (2) Primary recall (recall by seniority to the same classification or any lower position in the same classification series).
  - (3) Secondary recall (recall to a position other than the classification series from which the employee was laid off).
  - (4) Transfer
  - (5) Promotion
- (B) In order to assure proper recall procedures, Human Resources will:
  - (1) Maintain an up to date recall list by auditing the computer-generated data after each run to assure accuracy.
  - (2) When a vacancy occurs for which there are primary recall candidates, Human Resources will send a notice of recall to the most senior employee on the recall list at the last address on file or their current COUNTY work place. The notice shall be in a sealed envelope and delivered in a format where delivery can be verified by the recipient's signature.
  - (3) Human Resources Analysts will maintain a file on all recall candidates for secondary recall (recall to a position other than the classification series from which employee was laid off). If there are no primary recall candidates for a vacant position, Human Resources ~~Services~~ will send all employees eligible for secondary recall a notice including a

description of the job and a supplemental questionnaire to be completed and returned within five (5) work days. All those determined to meet minimum qualifications will be referred to the hiring department for interview and selection.

- (4) Unless otherwise provided in this Article, the most senior candidate shall be recalled. If there are no candidates in the same classification as the vacant position, a list of recall candidates who meet the minimum qualifications of the vacant position as provided in subsection 2 (B) (3) above will be given to the hiring authority. Unless otherwise provided in this Article, recall shall be made from this pool of candidates.
- (5) Human Resources will continue notifying all employees on layoff status on the recall list of employment opportunities as provided in Section 3 herein. However, a recall candidate may request to be removed from the list under secondary recall and forfeit any future secondary recall rights. The COUNTY will notify the union of the candidate's request for removal.

(C) Order of recall preference shall be as follows:

- (1) Recall to former classification.
- (2) Recall to lower position in same classification series.
- (3) Recall to another position at same level or lower salary range. (R)ecall under this section need not be by strict seniority, but no person not on the recall list may be hired to fill a position other than a position within the Department of Public Safety or the Office of the District Attorney until all employees with recall rights who possess the necessary skills, ability, and fitness to perform the requirements of the vacant position have been offered recall.)
- (4) Employees on layoff status shall be given preference in accordance with their seniority in filling a vacant position in the classification in the bargaining unit held at time of layoff or any below it in the bargaining unit in the same series, provided they possess the necessary skills, ability and fitness to perform the requirements of the vacant position. If an employee is offered recall to a lower classification as listed above, and refuses said offer, the employee will only be eligible for recall to the classification held at the time of layoff. However, an employee shall not be required to accept recall to less than their original hours in order to maintain recall rights, nor shall acceptance of such position negate their recall rights.
- (5) Compete for positions as per Article ~~VIII~~8 of this Agreement.
- (6) Further, an employee assigned, or reassigned to a different classification at department initiative subsequent to preliminary notification of layoff, or within ninety (90) calendar days of actual layoff, will be eligible for primary recall to either the classification held at the time of layoff or the one from which reassigned. The employee shall indicate at the time of layoff which classification they wish to retain primary recall rights to. While the employee may retain secondary recall rights to another classification (s), their primary recall rights shall only apply to the one classification identified at the time of layoff.

(D) Employees' responsibilities include:

- (1) Employees must notify Human Resources of changes in address, phone number or any other informationchange, which would prevent Human Resources ~~Services~~ from being able to contact the employee when a position becomes available (except for those working for the COUNTY).

- (2) Employees must respond within five (5) business days from documented date of receipt of notice of recall.
- (3) Employees planning to be out of town should notify Human Resources or notify a friend or relative to contact them immediately if they receive a notice of recall.
- (4) To give recall candidates the best opportunity for rehire, an undated application and resume should be provided to Human Resources office. ~~This will be the basis for determining qualifications for positions other than the one from which layoff occurred.~~
- (E) An employee who accepts recall to a lower classification shall retain recall rights to their original classification or original hours in accordance with Section 2 (A) of this Article.
- (F) An employee who accepts recall to a non-bargaining unit position shall retain recall rights in accordance with Section 2 (A) of this Article.
- (G) Employees shall not be required to accept recall to a position located more than thirty (30) miles from their previous reporting place or if they can demonstrate to the satisfaction of the **COUNTY** that their health would be adversely affected.
- (H) An employee shall not be required to accept recall to a part-time or temporary position in order to maintain recall rights.
- (I) The **COUNTY** shall furnish the **UNION** with a current list of all bargaining unit employees on layoff status with recall rights.

### **Section 3 – Opportunity for Work During Layoff**

- (A) It is understood that the **COUNTY** will offer employment as provided herein to those on the bargaining unit recall list before filling a temporary bargaining unit level position from a non-recall source.
- (B) The **COUNTY** shall offer employment as temporary positions to employees on layoff within the employees' classifications on the basis of seniority as such positions become available. However, if an employee is offered such a temporary position as provided herein and refuses said offer, the employee will only be eligible thereafter for recall as provided in Section 2 herein.
- (C) In the event that no employee accepts an offer of employment, as provided in subsection 3 (B) above, said employment may be offered to other employees, provided said employees possess the necessary skills, ability and fitness to perform the requirements of the available work. The **COUNTY** shall not be required to offer temporary positions to such employees on the basis of seniority.

### **Section 4 – Classification Series**

A classification series is a group of classifications with similar duties of increasing complexity and responsibility which comprise the normal promotional progression within an occupation or discipline; ~~for~~ for example: Maintenance Specialist 1, Maintenance Specialist 2, Maintenance Specialist 3; or Administrative Technician, Administrative Assistant, Administrative Analyst, Senior Administrative Analyst. The groupings set forth in Appendix D shall be considered the classification series.

### **Section 5 – Protection/Rights During Layoff**

- (A) The seniority of an employee who has completed probation shall be protected for a period of twenty-four (24) calendar months during layoff, provided that such employee has not been given an opportunity to return to work in their same classification. The employee must immediately

notify the COUNTY of any change in their mailing address. This notice requirement shall not apply to employees working for the COUNTY in other positions. Failure to give notice shall result in the employee relinquishing all rights to recall.

- (B) Notwithstanding the twenty-four (24) month limit above, employees in layoff status, still employed by the COUNTY shall have recall rights until they are returned to their original hours or greater in their original classification.
- (C) Employees on layoff status shall have the option of paying for continued health insurance coverage at the COUNTY rate. The COUNTY shall administer all such payments.

**Section 6 – Termination for Exhaustion of Non-Occupational Disability Leave**

Employees who have been terminated upon exhaustion of non-occupational disability leave benefits provided under Article ~~XI~~11, Section 4, shall be deemed to have been laid off and shall have recall rights provided that within one (1) year of such termination a written request to be placed on the recall list is made to the Human Resources office. The request must include the employee's statement of willingness to accept regular employment under the terms of this Article and it must be accompanied by a full doctor's release stating clearly and in writing that ~~the physical or mental problems have been corrected to the point where~~ the employee is fully capable of performing the regular duties of the job. The recall provisions set forth above will apply as if the employee had been laid off as of the date of request for reinstatement.

TA'd 7/31/2017

ARTICLE XVIII

RELATIONSHIPS

Section 1 – Change in Conditions

- (A) Except as provided for in Paragraph (B) below, all employment relations as defined by ORS 243.650(7) not specifically mentioned in this Agreement shall be maintained at not less than the level in effect at the time of the signing of this Agreement.
- (B) If the **COUNTY** proposes to implement a change in matters within the scope of bargaining as defined by ORS 243.650(7) and not specifically mentioned in this Agreement that would result in more than a de minimus effect on the bargaining unit, the **COUNTY** will notify the **UNION** in writing prior to implementing the proposed change. Upon timely request of the **UNION** (within fourteen (14) days), ~~the following~~ ORS 243.698 shall apply.

Section 2 – Savings Clause

Should any Article, Section or portion thereof of this Agreement be held unlawful and unenforceable by any tribunal of competent jurisdiction, such decision of the tribunal shall apply only to the specific Article, Section or portion thereof, directly specified in the decisions. Upon the issuance of such a decision, the parties may agree immediately to negotiate a substitute, if possible, for the invalidated Article, Section or portion thereof.

Section 3 – Waiver

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, except as otherwise specifically provided in this Agreement, the **COUNTY** and the **UNION**, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter covered by this Agreement without mutual consent.

Section 4 – Individual Agreements

The **COUNTY** agrees not to enter into any agreement or contract with employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

Section 5 – Labor Relations Committee

- (A) The parties agree to establish a Joint Labor Management Relations Committee to discuss in good faith on going labor-management issues and to provide input to the **COUNTY** on matters of mutual interest which would serve constructive purposes including, but not limited to, increased productivity, employee morale, mutual problem-solving and further the goal of general **UNION**-management cooperation.
- (B) The Committee shall consist of an equal number of participants, not to exceed three (3) on each side. Each side shall select its own representatives, provided, however, that one of the **UNION**'s representatives shall be the **UNION**'s staff representative, and one of management's representatives shall be the **COUNTY**'s Labor Relations Manager.
- (C) The Committee shall normally meet at least monthly. Either party may request a meeting of the Committee to be held at a mutually convenient time and place and such meeting shall if at all

practicable be scheduled within fourteen (14) days. Topics for discussion shall be exchanged prior to any meeting and either party may refuse to discuss any matter. The Committee shall have no authority to amend the terms of this Agreement.

- (D) The Joint Labor/Management Relations Committee shall develop a process to monitor and review transfer of bargaining unit work out of the bargaining unit and work which is currently being done outside the bargaining unit which could more effectively be done by bargaining unit employees. This does not abrogate the parties rights under the Agreement, specifically as set forth in Article ~~II~~2, Management Rights; Article ~~XVI~~16, Layoff and Recall; and Article ~~XVII~~17, relationships.
- (E) The Joint Labor/Management Relations Committee shall develop a process to monitor and facilitate labor/management participatory groups concerned with organizational effectiveness, quality improvement, improving the quality of work life in the work unit and problem solving.

TA'd 7/31/2017

**ARTICLE XVIII18**

**SOLID WASTE MANAGEMENT FEE COLLECTORS**

The following shall apply to employees classified as Waste Management Fee Collector and Senior Waste Management Fee Collector:

**Section 1 – Safeguarding Cash Change Funds**

Employees are responsible for safeguarding the cash change fund, cash fee receipts and other COUNTY property entrusted to their care and necessary for the performance of their job. However, in the event of loss or damage beyond the control of the employee or not contributed to by their negligence, the employee shall not be held personally liable.

**Section 2 – Assignments During Audits**

To allow for periodic audits the COUNTY may make changes in an employee's work location without giving ~~ten (10) days notice~~days' notice up to twice per calendar year provided that the employee suffers no loss in compensation and is paid mileage to the temporary work site in excess of the employee's normal commuting mileage. Additional commuting time shall be included in the regular work schedule for the first day of reporting to the new work location. Thereafter, during the duration of the temporary assignment (not to exceed one (1) calendar week) the employee shall be compensated for additional commuting time at the appropriate regular or overtime rate of pay.

**Section 3 – Holidays**

On holidays, including designated holidays, when the site is not closed, the employee shall have the option of receiving holiday pay pursuant to the relevant terms of the Agreement or of receiving pay for working on the holiday and receiving appropriate compensatory time off as compensation for the holiday. On holidays when the site is closed on a day the employee otherwise would work, the employee shall receive holiday pay for the amount of time ~~he/she~~the employee would normally have worked.

**Section 4 – Overtime**

Employees may be scheduled to work up to ten (10) hours per day, but not more than forty (40) hours per week, without the COUNTY incurring liability for overtime compensation. Part-time employees who desire additional hours and who notify the supervisor of the locations and times they are available for work shall be given the first consideration for additional hours at their regular site or to substitute at other sites provided that the need for coverage is known to the supervisor (or designee) at least ~~twenty-four (24)~~ hours in advance and further provided that the employee is qualified to perform the duties required in the new assignment. This provision shall not require the COUNTY to provide overtime hours and the additional work assignments under this provision shall not entitle the employee to eligibility for additional benefits. This provision shall not obligate the COUNTY to make fractional work assignments, i.e., multiple small work assignments to make up one longer work requirement. Assignments of extra hours under this provision are voluntary and shall not require a ten (10) day notice of schedule change. The COUNTY shall retain the final decision in work assignments and work schedules.

**Section 5 – Requests for Reassignment**

Non-probationary employees who have more than six (6) months of service shall have the opportunity to file a written request for reassignment with the supervisor. As vacancies occur, such employees who have submitted requests relevant to a vacancy and who are qualified to perform the duties required in the position will be interviewed. If three (3) or more employees have requested and are qualified for the reassignment, selection shall be made from these employees. If fewer than three (3) employees have requested and are qualified for the reassignment, the COUNTY shall consider the employees requesting reassignment but may elect to post the position for employment applications.



Section 6 – Transfer from a 520 Position to a 1040 Position

- (A) Employees hired as non-represented 520 Waste Management Fee Collectors who later transfer into a represented 1040 Waste Management Fee Collector position will be paid Holidays and Time Management retroactively to either the first date the employee worked in the fiscal year prior to the transfer; or their original hire date in the current fiscal year, whichever is earlier.
- (B) Retroactive Holiday pay will be calculated at 0.115385 for each regular hour worked back to the date determined in paragraph (A) of this section and paid in a lump sum in the first full pay period following the transfer to the 1040 position. Time Management will be prorated based on the regular hours worked retroactively to the date determined in paragraph (A) of this section.
- (C) Such employees will pay AFSCME membership dues retroactively one (1) month prior to transfer to a 1040 position.
- (D) Employees will begin a six (6) month probationary period based on the date determined in paragraph (A) of this section.
- (E) Employees will be eligible for step increases in accordance with this Agreement from the date determined in paragraph (A) of this section.
- (F) Seniority and Benefit Service dates for Time Management accrual will be July 1<sup>st</sup> of the fiscal year or hire date, whichever is later.
- (G) Any Oregon Sick Leave accrued as a 520 employee that has not been taken prior to the transfer to the 1040 position will be paid out to the employee the first full pay period following the transfer to the 1040 position. Any sick leave that was taken in the time period between the date determined in paragraph (A) of this section and the transfer to the 1040 position will be deducted from the retroactive Time Management accrual.
- (A)(H) Employees will be eligible to take Time Management at the end of their six (6) probationary period as determined in paragraph (D) of this section. Employees will be able to take Time Management for illness or emergent situations prior to the six (6) month period.

TA'd 10/3/2017

**ARTICLE XIX19**

**JOINT LABOR/ MANAGEMENT CLASSIFICATION COMMITTEE**

**Section 1 – Composition, Meetings and Scope**

- (A) The parties shall each designate no more than three (3) representatives to serve on the Joint Labor/Management Classification Committee (JLMCC).
- (B) Normally, the JLMCC shall meet monthly. However, by consensus of its members, the JLMCC may decrease the frequency of its meetings or cancel forthcoming meetings.
- (C) The scope of the JLMCC shall be expressly limited to the following functions:
  - (1) To provide the **UNION** a medium of input on the impacts of classification reviews or reclassification requests with regards to seniority, layoff and recall and internal equity. It is expressly stipulated that the means and process by which any classification review or reclassification request is conducted shall be solely determined by Human Resources Department.
  - (2) To provide the **UNION** a medium by which it can obligate the **COUNTY** to conduct a formal classification review for a total of no more than six (6) such classification reviews in each fiscal year. The **COUNTY** shall be obligated to complete a formal review and respond to such a request prior to the adoption of a budget for the subsequent year only for those requests that are submitted on or before October 1.
  - (3) To provide the primary medium by which the **UNION** shall be apprised of classification reviews or reclassification requests that could reasonably involve incumbent employees who are represented by the **UNION**.
- (D) Minutes shall be kept of all JLMCC meetings, which shall include the parties who attend, time and place of the meeting and a summary of action taken and/or the discussion of the meeting. Minutes shall be reviewed and approved at each subsequent meeting.
- (E) JLMCC shall be expressly prohibited from the following:
  - (1) Negotiating wage ranges, wages or application dates for same. Subject to the limitations therein, such matters shall be only be addressed through the procedures provided in Article ~~X10~~, Section 3 of this *Agreement*.
  - (2) All other matters not expressly authorized in section (1) (C) herein.

**Section 2 – Notice to the UNION and Opportunity to Inquire**

- (A) When apprising the **UNION** of classification reviews or reclassification requests as provided in Section (1) (C) (3) herein, such information shall consist of any or all of the following:
  - (1) Requests for classification reviews or reclassification requests that could reasonably involve incumbent employees who are represented by the **UNION** that may have been submitted by authorized department representatives or by Human Resources staff.
  - (2) Requests of reclassification requests that could reasonably involve incumbent employees who are represented by the **UNION** that may have been submitted by bargaining unit members.

- (3) Periodic progress reports as to the status of requests or projects that have been subject to review.
- (B) Normally, such information shall be provided as a regular business item in each meeting of the JLMCC.
- (C) The **UNION** shall avail its participation in the JLMCC, to make timely and reasonable inquiries, normally during the next two ~~(2)~~ following JLMCC meetings regarding the herein referenced classification reviews or reclassification requests. In the event the **UNION** makes no inquiry, the **UNION** shall thereafter be foreclosed from making any such inquiries or requests for information.

**Section 3 – Notice from the UNION to the COUNTY**

- (A) In the event the **UNION** seeks to require the **COUNTY** to conduct a formal review as provided in Section (1) (C) (2) herein, the **UNION** shall:
  - (1) Notify **COUNTY**'s Human Resources Director and Human Resources Services of its intent to have a classification subject to such a review.
  - (2) Identify the classification and the bargaining unit incumbents in said classification.
  - (3) State the reason(s) why the **UNION** has identified said classification for the review process.
- (B) Each classification identified as provided in Section (3) (A) (2) herein shall be considered a separate review for purposes of interpreting the **COUNTY**'s obligation under Section (1) (C) (2).

**Section 4 – Effect of JLMCC Review**

Nothing in this Article shall be interpreted or implied to compel the **COUNTY** to approve any classification or modification thereof /reclassification subject to review by the JLMCC.

TA'd 6/16/2017

**ARTICLE ~~XX~~20**

**TERMINATION**

**Section 1 – Duration**

Unless specifically noted within this contract this Agreement shall become effective upon ratification and shall remain in effect until and including June 30, ~~2017~~2020, and thereafter shall continue in effect from year to year, unless one (1) party gives notice in writing to the other party of its desire to terminate, or modify the Agreement at least ninety (90) calendar days prior to June 30, ~~2017-2020~~ or if no such notice is given at such time, before June 30 of any subsequent anniversary.

**Section 2 – Notice**

If either party serves written notice of its desire to terminate or modify provisions of the Agreement, such notice shall set forth the specific item or items the party wishes to terminate or modify, and the parties shall commence negotiations at least ninety (90) calendar days prior to the expiration of the Agreement, except by mutual consent.

**Section 3 – Force of Agreement**

During the period of negotiations, this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have set their hand this \_\_\_\_ day of \_\_\_\_\_,  
~~2014~~2017.

FOR THE COUNTY

FOR THE UNION

\_\_\_\_\_  
Steve Mokrohisky  
County Administrator

\_\_\_\_\_  
Jim Steiner  
Council Representative  
Oregon AFSCME Council 75

\_\_\_\_\_  
~~Inga Aanrud~~Wood  
Employee and Labor Relations Manager

\_\_\_\_\_  
~~Lori Green~~LaRece Rivera, President  
AFSCME Local 2831 -Inga

\_\_\_\_\_  
~~Tom Turner~~Byron Trapp, Sheriff  
Office of the Sheriff

\_\_\_\_\_  
Pat Dotson, First Vice President/Chief Steward  
AFSCME Local 2831

\_\_\_\_\_  
~~Connie Perry~~Lori Green, Treasurer  
Steward  
AFSCME Local 2831

\_\_\_\_\_  
Brad Carpenter, Second Vice President  
AFSCME Local 2831

\_\_\_\_\_  
Beard

\_\_\_\_\_  
~~LaRece Rivera~~Nick Alviani, Member  
Executive  
AFSCME Local 2831

APPENDIX A

Non-Represented Positions

Administrative Support Assistant (County Administration)  
Administrative Support Specialist  
Administrative Support Supervisor  
Administrative Support Technician (Human Resources)  
Assistant County Counsel 1  
Assistant County Counsel 2  
Assistant County Counsel 3  
Assistant County Counsel 4  
Clinical Pharmacist  
County Counsel Legal Secretary  
County Counsel Paralegal  
Deputy Medical Examiner  
Human Resources Technician (Human Resources)  
Internal Auditor  
Investigator  
Legal Secretary 4 (County Counsel)  
Management Analyst  
Management Analyst (Sheriff's Office)  
Physician  
Program Manager (Public Health)  
Program Specialist (Human Resources)  
Program Supervisor  
Program Supervisor (Economic Development)  
Program Supervisor (Law Library)  
Program Supervisor (Public Information Office)  
Public Safety Support Supervisor  
Psychiatrist  
Sr. County Counsel Legal Secretary  
Sr. Management Analyst  
Sr. Management Analyst (Human Resources)  
Sr. Management Analyst (Sheriff's Office)  
Sr. Program Specialist (Human Resources)  
Sr. Program Specialist (Sheriff's Office)

APPENDIX B

Classifications with Incumbent Option

H011—Lead System Programmer

APPENDIX C

Flex-Staffed Classification Series

Accounting Clerk 1  
Accounting Clerk 2

Community Services Worker 1  
Community Services Worker 2

Employment Specialist 1  
Employment Specialist 2

Environmental Health Specialist 1  
Environmental Health Specialist 2

Juvenile Counselor 1  
Juvenile Counselor 2

Legal Secretary 1  
Legal Secretary 2

Maintenance Specialist 1  
Maintenance Specialist 2

Mental Health Specialist 1  
Mental Health Specialist 2

Office Assistant 1  
Office Assistant 2

Property Appraiser 1  
Property Appraiser 2

Property Management Officer 1  
Property Management Officer 2

Secretary 1  
Secretary 2



**APPENDIX D**  
**Classification Series**

Administrative Secretary  
Paralegal\*  
Sr. Document Resource Center Specialist\*  
Secretary 2 - Legal Secretary 2\* Senior Office Assistant  
Legal Secretary 1\*  
Secretary 1 - Office Assistant 2 - Data  
Entry Operator - Document Resource  
Center Specialist\* - Mail Clerk  
Office Assistant 1  
Clerical Assistant

Administrative Secretary  
Senior Office Assistant  
Office Assistant 2 - Data Entry Operator\* - Mail Clerk  
Office Assistant 1  
Clerical Assistant

=====  
Senior Justice Court Clerk  
Justice Court Clerk  
Office Assistant 2 - Data Entry Operator\* - Mail Clerk  
Office Assistant 1  
Clerical Assistant

=====  
Accountant  
Accounting Analyst  
Payroll Specialist  
Senior Accounting Clerk  
Accounting Clerk 2  
Accounting Clerk 1  
Waste Management Fee Collector

=====  
Senior Mental Health Specialist  
Mental Health Specialist 2  
Mental Health Specialist 1  
Mental Health Associate  
Community Service Worker 2  
Community Service Worker 1

=====  
Developmental Disabilities Specialist  
Mental Health Associate  
Community Service Worker 2  
Community Service Worker 1

=====  
Senior Administrative Analyst  
Administrative Analyst  
Administrative Assistant

=====  
Senior Stores Clerk  
Stores Clerk  
=====

APPENDIX D  
Classification Series – Continued

System/Network Architect  
Senior Network Administrator  
Information Technology Specialist 2  
Information Technology Specialist 1  
=====

Applications System Architect  
Sr. Programmer and Systems Analyst  
Programmer Analyst 2  
Programmer Analyst 1  
=====

Data System Architect  
Sr. Data Base Administrator  
Data Base Administrator  
Programmer Analyst 1  
=====

Sr. Information Services Project Manager  
Information Services Project Manager  
=====

System/Network Architect  
Sr. System Administrator  
Information Technology Specialist 2  
Information Technology Specialist 1  
=====

Senior Planner  
Associate Planner  
Planner  
Land Management Technician  
=====

Senior Plans Examiner  
Plans Examiner 2  
Plans Examiner 1  
Land Management Technician  
=====

Senior Building Safety Specialist  
Building Safety Specialist 2  
Building Safety Specialist 1  
Land Management Technician  
=====

Senior Sales Data Analyst  
Property Appraiser 4  
Sales Data Analyst  
Property Appraiser 3  
Property Appraiser 2  
Property Appraiser 1  
Property Appraiser Trainee  
=====

Senior Program Services Coordinator  
Program Services Coordinator 2  
Program Services Coordinator 1  
Community Service Worker 2  
Community Service Worker 1  
=====

APPENDIX D  
Classification Series – Continued

Employment Specialist 2  
Employment Specialist 1  
Community Service Worker 2  
Community Service Worker 1  
=====

Senior Waste Management Fee Collector  
Waste Management Fee Collector  
=====

Special Waste Specialist  
Special Waste Technician  
=====

Cartographer/GIS Specialist  
Cartographer/GIS Technician  
=====

Senior Animal Welfare Officer  
Animal Welfare Officer  
Kennel Attendant  
=====

Custodian-Detention  
Custodian  
=====

Lead Juvenile Cook  
Juvenile Cook  
=====

Maintenance Specialist 3  
Maintenance Specialist 2  
Maintenance Specialist 1  
=====

Environmental Health Specialist 2  
Environmental Health Specialist 1  
=====

Victim Advocate  
Community Service Worker 2  
Community Service Worker 1  
=====

Youth Advocacy Coordinator  
Community Service Worker 2  
Community Service Worker 1  
=====

Assistant Veteran Services Coordinator  
Community Service Worker 2  
Community Service Worker 1  
=====

Volunteer and Community Outreach Coordinator  
Community Service Worker 2  
Community Service Worker 1  
=====

MHO Care Coordination Specialist  
Mental Health Specialist 2  
Mental Health Specialist 1  
Community Service Worker 2  
Community Service Worker 1  
=====

**APPENDIX D**  
**Classification Series – Continued**

Senior Juvenile Counselor  
Juvenile Counselor 2  
Juvenile Counselor 1  
=====

Compliance Officer  
Compliance Specialist  
Land Management Technician  
=====

Lane Events Center Maintenance Specialist  
Lane Events Center Maintenance Worker  
=====

Senior Operations Events Worker  
Operations Events Worker  
=====

Senior Community Health Analyst  
Community Health Analyst 2  
Community Health Analyst 1  
=====

Nutritionist/Dietician WIC  
WIC Certifier

\*Employees bumping to any of the classifications noted with an asterisk (\*) must meet the minimum qualifications.

APPENDIX E

Bilingual Classifications

Accounting Clerk 1 & 2 – Bilingual  
Community Service Worker 1 & 2 – Bilingual  
Correctional Services Technician – Bilingual  
Developmental Disabilities Specialist – Bilingual  
Employment Specialist 1 & 2 – Bilingual  
Environmental Health Specialist 2 - Bilingual  
Juvenile Counselor 1 & 2 – Bilingual  
Juvenile Justice Specialist – Bilingual  
Legal Secretary 1 - Bilingual  
Mental Health Specialist 1 & 2 - Bilingual  
Office Assistant 1 & 2 – Bilingual  
Program Services Coordinator 1 - Bilingual  
Public Health Educator – Bilingual  
Senior Community Health Analyst – Bilingual  
Senior Office Assistant - Bilingual  
Victim Advocate – Bilingual  
WIC Certifier – Bilingual  
Youth Advocacy Coordinator - Bilingual

**Lane County Copay Plan—AFSCME General**  
Plan Years commensurate January 01 through December 31

Lane County—Prime/Copay Plan	Participating Providers		Out of Network
Lifetime Maximum	Unlimited		Unlimited
Annual Deductible	None		None
Annual Out-of-Pocket Maximum (per person)	\$1500/\$4500		\$1500/\$4500
<b>PREVENTIVE SERVICES</b>			-
Well Baby Care	100%		50%
Periodic Health Exams	100%		50%
Routine Women's Exam (including pap test & breast exam)	100%		50%
Immunizations	100%		50%
<b>PROFESSIONAL SERVICES</b>			-
Office Visits	\$25 copay		50%
Mental Health/Chem. Dep. Office Visits	\$25 copay		50%
Surgery	\$25 copay		50%
Urgent Care Office Visits	\$25 copay		50%
<b>HOSPITAL SERVICES</b>			-
Inpatient Room and Board	*\$250 per day		50%
Inpatient Rehabilitative Care	*\$250 per day		50%
Skilled Nursing Facility Care	*\$250 per day		50%
<b>OUTPATIENT SERVICES</b>			-
Outpatient Surgery	\$250 copay		50%
Outpatient Diagnostic X-Ray and Lab	No copay		50%
Specified Imaging (MRI, CT, PET scans)	80%		50%
<b>EMERGENCY CARE</b>			-
Emergency Room Facility	100% after \$250 copay		50%
<b>OTHER COVERED SERVICES</b>			-
Physical Therapy	\$25 copay		50%
Ambulance to nearest facility	100% / \$50 copay		100% / \$50 copay
Durable Medical Equipment/Prosthetics	80%		80%
Home Health, Hospice, and Respite Care	100%		100%
Alternative Care (\$500 annual max, including chiro)	\$25 Copay \$500/yr max***		Not Covered
<b>**Vision</b>	<b>Exam Only</b>		<b>Exam Only</b>
<b>Rx</b>	<b>Retail 30-day supply</b>	<b>Mail-Order 90-day supply</b>	<b>Out-of-Network</b>
<b>Generic / Preferred / Non-Preferred</b>	<b>15 / 30 / 35***</b>	<b>2x copay</b>	<b>50% or the retail pharmacy copay, whichever is greater</b>

\* Co-Pay subject to 5 day maximum

\*\* Exam every 24 months for adults

— Must designate a primary care provider

\*\*\*Rx/Alt Care co-pays do apply toward maximum out of pocket

## Lane County High Deductible Plan – AFSCME General

Plan Years commensurate January 01 through December 31

Lane County HSA Plan	Participating Providers		Out of Network
<b>Lifetime Maximum</b>	<b>Unlimited</b>		<b>Unlimited</b>
<b>Annual Deductible; Coinsurance</b>	<b>\$1,500 / \$3,000</b>		<b>\$1,500 / \$3,000</b>
<b>Annual Out-of-Pocket Maximum (Individual / Family)</b>	<b>\$3,000 / \$6,000</b>		<b>\$3,000 / \$6,000</b>
<b>PREVENTIVE SERVICES</b>			-
<b>Well Baby Care</b>	<b>100%</b>		<b>60%</b>
<b>Periodic Health Exams</b>	<b>100%</b>		<b>60%</b>
<b>Routine Women's Exam (including pap test, pelvic exam &amp; breast exam)</b>	<b>100%</b>		<b>60%</b>
<b>Immunizations</b>	<b>100%</b>		<b>60%</b>
<b>PROFESSIONAL SERVICES</b>			-
<b>Office Visits</b>	<b>80%**</b>		<b>60%</b>
<b>Mental Health/Chem. Dep. Office Visits</b>	<b>80%**</b>		<b>60%</b>
<b>Surgery</b>	<b>80%**</b>		<b>60%</b>
<b>Urgent Care Office Visits</b>	<b>80%**</b>		<b>60%</b>
<b>HOSPITAL SERVICES</b>			-
<b>Inpatient Room and Board</b>	<b>80%**</b>		<b>60%</b>
<b>Inpatient Rehabilitative Care</b>	<b>80%**</b>		<b>60%</b>
<b>Skilled Nursing Facility Care</b>	<b>80%**</b>		<b>60%</b>
<b>OUTPATIENT SERVICES</b>			-
<b>Outpatient Surgery</b>	<b>80%**</b>		<b>60%</b>
<b>Outpatient Diagnostic X-Ray and Lab</b>	<b>80%**</b>		<b>60%</b>
<b>Specified Imaging (MRI, CT, PET scans)</b>	<b>80%**</b>		<b>60%</b>
<b>EMERGENCY CARE</b>			-
<b>Emergency Room Facility</b>	<b>80%**</b>		<b>60%</b>
<b>OTHER COVERED SERVICES</b>			-
<b>Physical Therapy</b>	<b>80%**</b>		<b>60%</b>
<b>Ambulance to nearest facility</b>	<b>80%**</b>		<b>60%</b>
<b>Durable Medical Equipment/Prosthetics</b>	<b>80%**</b>		<b>60%</b>
<b>Home Health, Hospice, and Respite Care</b>	<b>80%**</b>		<b>60%</b>
<b>Alternative Care (\$500 annual max, including chiro)</b>	<b>80%**</b>		<b>Not Covered</b>
<b>Vision</b>	<b>*Exam Only</b>		<b>Exam Only</b>
<b>Rx</b>	<b>Retail 30-day supply</b>	<b>Mail-Order 90-day supply</b>	<b>Out of Network</b>
<b>Generic / Preferred / Non-Preferred</b>	<b>80%**</b>	<b>80%**</b>	<b>50% or the retail pharmacy copay, whichever is greater</b>

\* Exam every 24 months for adults

\*\* Subject to Deductible

Per IRS rules establishment of a Health Savings Account makes the employee ineligible for a Flexible Spending Account through Lane County.

## AFSCME General Wage Proposal - 10/17/2017

TITLE	Current			Proposed			
	Grade	Min	Max	Prop. Grade	Min	Mid	Max
Accountant	032	22.4	31.04	NO CHANGE	22.40	25.91	31.04
Accounting Clerk 1	010	13.01	18.05	014	14.36	16.62	19.89
Accounting Clerk 1 - Bilingual	012	13.67	18.93	016	15.09	17.44	20.91
Accounting Clerk 2	015	14.73	20.38	019	16.25	18.81	22.51
Accounting Clerk 2 - Bilingual	017	15.47	21.40	021	17.07	19.76	23.67
Accounting Clerk Sr	020	16.67	23.07	024	18.38	21.26	25.48
Administrative Analyst	026	19.32	26.76	027	19.81	22.89	27.45
Administrative Analyst, Sr	029	20.82	28.85	NO CHANGE	20.82	24.05	28.85
Administrative Assistant	024	18.38	25.48	NO CHANGE	18.38	21.26	25.48
Animal Welfare Officer Sr	028	20.31	28.13	NO CHANGE	20.31	23.45	28.13
Applications System Architect	045	30.89	42.78	047	32.46	37.53	44.97
Assistant Veteran Svcs Coord	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Building Safety Specialist 1	026	19.32	26.76	030	21.32	24.63	29.55
Building Safety Specialist 2	033	22.97	31.8	037	25.37	29.29	35.12
Building Safety Specialist, Sr	035	24.13	33.39	039	26.63	30.77	36.88
Cartographer/GIS Specialist	029	20.82	28.85	030	21.32	24.63	29.55
Cartographer/GIS Technician	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Community Health Analyst 1	028	20.31	28.13	NO CHANGE	20.31	23.45	28.13
Community Health Analyst 2	032	22.40	31.04	NO CHANGE	22.40	25.91	31.04
Community Health Analyst, Sr	036	24.74	34.26	NO CHANGE	24.74	28.60	34.26
Community Health Analyst, Sr - Bilingual	038	25.99	36	NO CHANGE	25.99	30.04	36.00
Community Service Worker 2	021	17.07	23.67	NO CHANGE	17.07	19.76	23.67
Community Service Worker 2 - Bilingual	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Compliance Officer	030	21.32	29.55	031	21.85	25.27	30.27
Cook - Juvenile	006	11.79	16.31	NO CHANGE	11.79	13.62	16.31
Correctional Services Tech	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Correctional Services Tech - Bilingual	025	18.86	26.09	NO CHANGE	18.86	21.78	26.09
Custodian	006	11.79	16.31	007	12.08	13.97	16.76
Data Entry Operator	015	14.73	20.38	NO CHANGE	14.73	17.02	20.38
Database Administrator	036	24.74	34.26	039	26.63	30.77	36.88
Database Administrator, Sr	042	28.69	39.72	044	30.13	34.83	41.73
Data System Architect	045	30.89	42.78	047	32.46	37.53	44.97
DD Abuse Invtgr	030	21.32	29.55	NO CHANGE	21.32	24.63	29.55
DD Specialist	027	19.81	27.45	NO CHANGE	19.81	22.89	27.45
DD Specialist - Bilingual	029	20.82	28.85	NO CHANGE	20.82	24.05	28.85
Detention Custodian	011	13.35	18.48	012	13.67	15.79	18.93
Electrical Inspector	035	24.13	33.39	039	26.63	30.77	36.88
Employment Specialist 2	027	19.81	27.45	NO CHANGE	19.81	22.89	27.45
Employment Specialist 2 - Bilingual	029	20.82	28.85	NO CHANGE	20.82	24.05	28.85
Environmental Health Spec 1	025	18.86	26.09	026	19.32	22.34	26.76
Environmental Health Spec 2	030	21.32	29.55	031	21.85	25.27	30.27
Environmental Health Spec 2 - Bilingual	032	22.40	31.04	033	22.97	26.55	31.80
Family Mediator	043	29.41	40.73	NO CHANGE	29.41	33.97	40.73

Effective retroactively to July 2, 2017 employees will move to the proposed pay grade at the closest step that does not result in a decrease. Employee's anniversary merit date will remain unchanged.



## AFSCME General Wage Proposal - 10/17/2017

TITLE	Current			Proposed			
	Grade	Min	Max	Prop. Grade	Min	Mid	Max
Info Services Project Mgr, Sr	044	30.13	41.73	047	32.46	37.53	44.97
Info Svcs Proj Mgr	042	28.69	39.72	045	30.89	35.70	42.78
Info Technology Specialist 1	028	20.31	28.13	029	20.82	24.05	28.85
Info Technology Specialist 2	036	24.74	34.26	NO CHANGE	24.74	28.60	34.26
Justice Court Clerk	018	15.88	21.99	NO CHANGE	15.88	18.35	21.99
Justice Court Clerk, Sr	024	18.38	25.48	NO CHANGE	18.38	21.26	25.48
Juvenile Counselor 1	028	20.31	28.13	029	20.82	24.05	28.85
Juvenile Counselor 1 - Bilingual	030	21.32	29.55	031	21.85	25.27	30.27
Juvenile Counselor 2	031	21.85	30.27	032	22.40	25.91	31.04
Juvenile Counselor 2 - Bilingual	033	22.97	31.80	034	23.53	27.21	32.60
Juvenile Counselor, Sr	037	25.37	35.12	038	25.99	30.04	36.00
Juvenile Justice Specialist	018	15.88	21.99	022	17.50	20.22	24.25
Land Management Technician	023	17.93	24.85	025	18.86	21.78	26.09
Landscape Technician	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Lead Juvenile Cook	021	17.07	23.67	NO CHANGE	17.07	19.76	23.67
LEC Events Coord	019	16.25	22.51	020	16.67	19.24	23.07
LEC Marketing Asst	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Legal Secretary 1	016	15.09	20.91	NO CHANGE	15.09	17.44	20.91
Legal Secretary 1 - Bilingual	018	15.88	21.99	NO CHANGE	15.88	18.35	21.99
Legal Secretary 2	019	16.25	22.51	NO CHANGE	16.25	18.81	22.51
Mail Clerk	015	14.73	20.38	NO CHANGE	14.73	17.02	20.38
Maintenance Specialist 1	013	14.01	19.43	014	14.36	16.62	19.89
Maintenance Specialist 2	022	17.50	24.25	NO CHANGE	17.50	20.22	24.25
Maintenance Specialist 3	028	20.31	28.13	NO CHANGE	20.31	23.45	28.13
Mental Health Associate	025	18.86	26.09	NO CHANGE	18.86	21.78	26.09
Mental Health Specialist 1	029	20.82	28.85	NO CHANGE	20.82	24.05	28.85
Mental Health Specialist 1 - Bilingual	031	21.85	30.27	NO CHANGE	21.85	25.27	30.27
Mental Health Specialist 2	030	21.32	29.55	033	22.97	26.55	31.80
Mental Health Specialist 2 - Bilingual	032	22.40	31.04	035	24.13	27.89	33.39
Mental Health Specialist Sr	034	23.53	32.60	037	25.37	29.29	35.12
MHO Care Coord Specialist	032	22.40	31.04	034	23.53	27.21	32.60
Network Administrator, Sr	042	28.69	39.72	044	30.13	34.83	41.73
Nutritionist/Dietitian, WIC	027	19.81	27.45	029	20.82	24.05	28.85
Office Assistant 1	010	13.01	18.05	011	13.35	15.42	18.48
Office Assistant 1 - Bilingual	012	13.67	18.93	013	14.01	16.20	19.43
Office Assistant 2	015	14.73	20.38	016	15.09	17.44	20.91
Office Assistant 2 - Bilingual	017	15.47	21.40	018	15.88	18.35	21.99
Office Assistant Sr	019	16.25	22.51	020	16.67	19.24	23.07
Office Assistant Sr - Bilingual	021	17.07	23.67	022	17.50	20.22	24.25
Operations Events Worker	009	12.69	17.57	NO CHANGE	12.69	14.68	17.57
Operations Events Worker, Sr	012	13.67	18.93	017	15.47	17.86	21.40
Paralegal	023	17.93	24.85	026	19.32	22.34	26.76
Payroll Specialist	026	19.32	26.76	027	19.81	22.89	27.45

Effective retroactively to July 2, 2017 employees will move to the proposed pay grade at the closest step that does not result in a decrease. Employee's anniversary merit date will remain unchanged.

## AFSCME General Wage Proposal - 10/17/2017

TITLE	Current			Proposed			
	Grade	Min	Max	Prop. Grade	Min	Mid	Max
Peer Support Specialist	011	13.35	18.48	012	13.67	15.79	18.93
Planner	029	20.82	28.85	031	21.85	25.27	30.27
Planner, Associate	033	22.97	31.80	035	24.13	27.89	33.39
Planner, Sr	037	25.37	35.12	039	26.63	30.77	36.88
Plans Examiner 2	029	20.82	28.85	031	21.85	25.27	30.27
Plans Examiner, Sr	036	24.74	34.26	039	26.63	30.77	36.88
Program and Syst Analyst,Sr	042	28.69	39.72	044	30.13	34.83	41.73
Program Svcs Coord 1	028	20.31	28.13	NO CHANGE	20.31	23.45	28.13
Program Svcs Coord 1 - Bilingual	030	21.32	29.55	NO CHANGE	21.32	24.63	29.55
Program Svcs Coord 2	032	22.40	31.04	NO CHANGE	22.40	25.91	31.04
Program Svcs Coord Sr	034	23.53	32.60	NO CHANGE	23.53	27.21	32.60
Programmer Analyst 1	025	18.86	26.09	027	19.81	22.89	27.45
Programmer Analyst 2	036	24.74	34.26	040	27.30	31.56	37.81
Property Appraiser 1	018	15.88	21.99	023	17.93	20.72	24.85
Property Appraiser 2	025	18.86	26.09	027	19.81	22.89	27.45
Property Appraiser 3	030	21.32	29.55	032	22.40	25.91	31.04
Property Appraiser 4	034	23.53	32.6	036	24.74	28.60	34.26
Property Mgmt Officer 2	033	22.97	31.80	034	23.53	27.21	32.60
Sales Data Analyst	032	22.40	31.04	033	22.97	26.55	31.80
Sales Data Analyst, Sr	035	24.13	33.39	036	24.74	28.60	34.26
Special Waste Specialist	029	20.82	28.85	031	21.85	25.27	30.27
Special Waste Technician	024	18.38	25.48	026	19.32	22.34	26.76
Stores Clerk	014	14.36	19.89	016	15.09	17.44	20.91
Stores Clerk Sr	021	17.07	23.67	023	17.93	20.72	24.85
System Administrator, Sr	042	28.69	39.72	044	30.13	34.83	41.73
System/Network Architect	045	30.89	42.78	047	32.46	37.53	44.97
Victim Advocate	023	17.93	24.85	NO CHANGE	17.93	20.72	24.85
Victim Advocate - Bilingual	025	18.86	26.09	NO CHANGE	18.86	21.78	26.09
WIC Certifier	022	17.5	24.25	NO CHANGE	17.50	20.22	24.25
WIC Certifier - Bilingual	024	18.38	25.48	NO CHANGE	18.38	21.26	25.48
WM Fee Collector	009	12.69	17.57	010	13.01	15.05	18.05
WM Fee Collector Sr	021	17.07	23.67	NO CHANGE	17.07	19.76	23.67

Effective retroactively to July 2, 2017 employees will move to the proposed pay grade at the closest step that does not result in a decrease. Employee's anniversary merit date will remain unchanged.

LANE COUNTY  
\*B068, \*B012  
Established: 01/11/06  
Updated: 03/17/06

## **MENTAL HEALTH SPECIALIST 1** **MENTAL HEALTH SPECIALIST 2**

### DEFINITION

~~In collaboration with other mental health professionals,~~ To provide professional level mental health assessment and treatment services to clients who have mental illnesses or mental disorders; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

Mental Health Specialist 1: This is the entry-level classification in the Mental Health Specialist series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Mental Health Specialist 2 in that the latter is assigned work or caseloads of greater difficulty and complexity.

Mental Health Specialist 2: This is the journey level in the Mental Health Specialist series. As experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Mental Health Specialist in that the latter assesses the more immediate or crisis cases.

### SUPERVISION RECEIVED AND EXERCISED

#### Mental Health Specialist 1

Receives direction from assigned supervisory or management personnel, and may receive technical and functional supervision from designated staff.

#### Mental Health Specialist 2

Receives direction from assigned personnel. May exercise technical and functional supervision over assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

LANE COUNTY

Mental Health Specialist 1 and 2 (continued)

EXAMPLES OF DUTIES: (con't)

Mental Health Specialist 1

Collaborates in the provision of mental health services to clients who may have mental illness or mental disorders, to include substance use disorders or psychosexual disorders.

Screens and evaluates referred clients to determine whether clients have a mental illness or disorder, and meet criteria for eligibility for program services.

Performs assessments of referred clients to assess mental health needs; completes client interviews, obtains social, emotional, criminal and substance abuse histories, identifies client needs, and assesses treatment options; under supervision, conducts mental status evaluations using approved diagnostic manual.

EXAMPLES OF DUTIES: (con't)

Assists in the preparation of written reports with diagnostic impressions for review by psychiatrist / physician.

Works with clients to establish goals and objectives and determines treatment methods.

Provides individual and group counseling; guides clients in obtaining insight into their emotional problems and in changing behavior patterns; works with short- and long-term cases.

Refers clients to outside agencies for additional social, economic, and medical services as needed; coordinates client service provision.

Observes clients using prescribed medications for possible side effects and for effectiveness of medications, and may refer clients to physicians/psychiatrists.

Assists in the preparation of reports to courts regarding sentencing alternatives, treatment options and client progress.

Monitors client payment records and billing information, and sets payment schedules with clients.

Maintains detailed, up to date and accurate records of all client evaluations, therapy sessions, consultations, treatment plans, progress notes and other information; prepares summaries and evaluation reports.

Interviews relatives of patients applying for services to obtain psychological histories, present behavior and personal and social factors.

May perform other related duties as assigned.

Mental Health Specialist 2

LANE COUNTY

Mental Health Specialist 1 and 2 (continued)

In addition to the duties describe above, the Mental Health Specialist 2:

Provides individual and group counseling; guides clients in obtaining insight into their emotional problems and in changing behavior patterns; works with short- and long-term cases of a difficult nature.

Interviews relatives of patients applying for services to obtain psychological histories, and interprets data regarding prior mental health problems, present behavior and personal and social factors.

Develops written comprehensive community treatment plans based on identified needs; works with clients to establish goals and objectives and determines treatment methods.

Acts as special consultant to other community agencies serving patients with significant mental health needs.

Serves as expert witness and consultant in civil and criminal proceedings; provides reports to courts regarding sentencing alternatives, treatment options and client progress.

Serves as liaison with hospitals on screening and discharge planning for patients.

MINIMUM QUALIFICATIONS

Mental Health Specialist 1

Knowledge of:

Theories, principles, practice and techniques of mental health assessment and counseling.

Community mental health programs and services and their procedures and practices.

Techniques, tests, and procedures employed in evaluating, modifying and modifying behavior.

Basic laws, rules and regulations governing the assessment and treatment of mental health clients.

Techniques of identifying patterns of alcohol, drug issues, and treatment methods.

Principles and techniques of effective group and individual therapy.

Mental Health Specialist 2

LANE COUNTY

Mental Health Specialist 1 and 2 (continued)

Principles, practices and techniques of mental health assessment and treatment including Knowledge of: (con't)

the social, emotional and behavioral aspects of mental illness, addictive and/or psychosexual disorders.

Community mental health programs and services and their procedures and practices.

Psychological testing procedures and the interpretation of results.

Laws, rules and regulations governing the assessment and treatment of mental health clients.

Clinical manifestation and patterns of chemical dependency, and chemical dependency treatment methods and practices.

Group dynamics and the theories and practices of group therapy.

Ability to:

Mental Health Specialist 1

Assess mental, addictive, and psychosexual disorders within the scope of mental health services provided by Lane County.

Counsel and negotiate with clients to provide an effective treatment plan as a member of a professional mental health team.

Coordinate efforts with other specialists, agencies and organizations.

Provide treatment within the scope of a clearly defined law, regulation or program definition.

Utilize community resources in a mental health or substance abuse or other related rehabilitation program.

Present and discuss topics in front of a group of clients, staff or the public.

Interview clients and their families to determine psychological history, assess eligibility and determine treatments, needs and options.

Establish and maintain effective working relationships with those contacted in the course of work.

LANE COUNTY

Mental Health Specialist 1 and 2 (continued)

Communicate clearly and concisely, both orally and in writing.

Mental Health Specialist 2

Ability to: (con't.)

In addition to the abilities described above the Mental Health Specialist 2 will:

Assess and treat a variety mental, addictive, and psychosexual disorders within the scope of mental health services provided by Lane County.

Present and discuss topics in front of a group of clients, staff or the public, and lead the group to an appropriate conclusion.

Experience and Training

Training:

Master's degree from an accredited college or university with major course work in a mental health field, psychology, counseling, social work or a related field.

Experience:

Mental Health Specialist 1

One year of some experience working directly with mentally or emotionally disturbed clients in the provision of behavioral health services is highly desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Mental Health Specialist 2

Two years of responsible professional mental health experience, including one year of experience specific to the program or area of assignment.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Some positions may require QMHP designation.

LANE COUNTY

Mental Health Specialist 1 and 2 (continued)

Some positions may require special certification.

Established per Board Order 06-1-11-4.

Deminimus changes adding equivalency language, clarifying supervision and QMHP designation approved via email 3/17/06 by Acting County Administrator.



## JUVENILE JUSTICE SPECIALIST

### DEFINITION

To perform professional skill-building support for juvenile offenders. The Juvenile Justice Specialist assists in a variety of tracks specifically related to supporting youth in the juvenile justice system. This classification focuses specifically in supporting skill development and case plan implementation with youth and families in the juvenile justice system. Monitors and works with youth, prioritizes and assigns work and evaluates their performance. Specific duties will vary in accordance with each track as listed below. Performs related duties as required.

<b>Culinary Arts</b>	Perform a variety of duties related to culinary arts. Assist youth enrolled in the Culinary Arts program. Employees in this track assist youth with hands-on experience in all aspects of food service and catering.
<b>Case Work Support and Skills Training</b>	Perform a variety of duties related to supporting and tracking youth in case plan success; training youth in the development of pro-social coping strategies.
<b>Horticulture and Forestry</b>	Perform a variety of duties related to horticulture and forestry in juvenile work crews.

### CLASS CHARACTERISTICS

This classification is distinguished from other classifications in the Department of Youth Services by the specific responsibility assumed in each of the tracks listed. Positions in this class are often assigned responsibility for project coordination.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to the following:

#### All Tracks

- Conducts interviews with youth referred to vocational and skill-building programs; provides feedback to youth and assigned casework counselors.
- Provides individualized and group training and support to youth. Makes referral to appropriate services.

- Supervises youth in skill-building programs; monitors activities of juveniles and progress during program and other community activities; instructs youth in social and life skills, work ethic and academic skills.
- Documents youths' performance and evaluations; gives verbal warnings, written warnings and suspends youth for inappropriate behavior. Participates in treatment team assessments, IEP's and case staffing as appropriate.
- Coordinates communication between the Department of Youth Services and/or parents and/or other agencies.
- Facilitates the implementation of case and program plans.
- Utilizes culturally and gender relevant approaches for each youth, and periodically evaluates effectiveness of skill-building plans.
- Prepares and maintains a variety of records and reports related to daily operations in assigned area of responsibility.
- Handles emergencies or crisis situations.
- Facilitates conflict resolution between and among youth. Effectively deals with angry, hostile, or confused youth, utilizes de-escalation techniques; gains youth confidence and cooperation.
- Maintains safe and secure environment by utilizing appropriate intervention.

### **Culinary Arts**

- Maintains records of youth's activities and schedules; notifies appropriate personnel of youths' actions and behavior.
- Trains and instructs youth in proper methods of cooking, baking, meat cutting, vegetable preparation and use of equipment. Participates in the preparation of meals, cooks vegetables and meats, bakes pastries and makes salads.
- Travels with a crew of youth to promote department; provides catering services to outside organizations; supervises a crew of youth outside the department in the community.
- Conducts and instructs youth to assist in inventory of stock, equipment, and tools on a periodic basis; receives and shelves stock, maintains supplies in kitchen; ensures the proper storage of food.
- Prepares, cooks, and serves food for meals consistent with planned menus; maintains appropriate portions when applying recipes to various quantities.
- Assists in the planning of menus that provide nutritious and attractive food.
- Supervises and participates in the preparation of special diets and daily menus.
- Works with catering clientele to provide outstanding customer service by delivering food in a timely manner, including retrieval of items, and maintains safety and sanitation of catered items.
- Works with staff to maintain communication with vendors/suppliers; estimates needs from vendors/suppliers for cleaning supplies, perishables and uniforms.
- Coordinates communications and relationships with customers, trains youth in effective customer service.
- Maintains and/or monitors sanitary standards; checks cleanliness of area.

### **Casework Support and Skills Training**

- Provides tracking and monitoring assistance of youth referred to Department of Youth Services.
- Participates in planning in selected cases; assist in case management by meeting with the juvenile and parents; gather pertinent information relative to juveniles and monitor their activities; maintain program reports and other pertinent contacts or information.
- Locates and makes personal contact with the juvenile in the community; provides transportation to various intervention services; assists law enforcement by responding to calls when requested.
- Conducts field visits to youth at school, home, work, and in the community to ensure their compliance with conditions of their caseplan; reports case status to designated staff.
- Conducts curriculum with youth, both individually and in group, to support youth development of appropriate social, relational, and decision-making skills .

### **Horticulture and Forestry**

- Performs a variety of complex maintenance tasks including trail maintenance, campground maintenance, stream restoration, invasive plant removal, and general park maintenance.
- Trains youth on farming techniques including planting of seed and plant starts, fertilizing, watering and harvesting.
- Trains community service and paid youth on work methods and procedures.
- Performs preventative maintenance and repair on county equipment such as power tools, trailers and hand tools.
- Operates a variety of machinery, vehicles and equipment, ranging from light to heavy.
- Builds new trails, bucks downed trees, repairs surface, and builds various types of retaining walls and trail bridges.
- Coordinates directly with contractors and customers regarding current and future projects.
- Trains youth in the proper use of weed-eaters, power wheelbarrows and other hand tools.

## **MINIMUM QUALIFICATIONS**

### Knowledge of

#### **All Tracks**

- Theories, methods and techniques used in the counseling and of and development of skills in juveniles.
- Effective practices working and their application in working with delinquent youth.
- Behavior and adjustment problems in juveniles and methods of treating them.
- Positive Behavior and Motivational Interventions and Support theories and practices

- Available community and multicultural resources.
- Practices of delivering a service or program to the public and to special populations.
- Business letter writing and basic report preparation techniques; English usage, spelling, grammar, and punctuation.
- Operations, functions, policies and procedures associated with the department or program area.
- Procedures and resources available to handle new, unusual or different situations.
- Community resources and local social service agencies, as well as the services / programs they provide to youth.
- Modern office procedures, methods and computer equipment, including specialized software as needed for assigned track.
- Customer service strategies and the procedures used in dealing with the public.
- Juvenile Department and Juvenile Justice System principles and practices.
- Pertinent Federal, State and local laws, rules and regulations.
- Community resources available for services to juveniles and their families.

### **Culinary Arts**

- Basic principles of nutrition and food values, menu planning, cooking, baking and purchasing food.
- Techniques and methods of materials used in the preparation of food for a large number of people.
- Health and sanitation regulations.
- Proper use and care of kitchen utensils and equipment. Proper storage and use of food.
- Menu planning, cooking, baking, purchasing of food.
- Labor laws regarding youth workers, youth worker rights, and regulations regarding safety on the worksite.

### **Casework Support and Skills Training**

- Effective management and instructional techniques for working with youth individually and in groups.
- Curriculum that addresses emotional modulation, management of interpersonal relationships, decision-making, identification and support of cultural identity, that is adapted to be gender specific and is utilized with youth in the juvenile justice system.

### **Horticulture and Forestry**

- Principles and practices of horticulture appropriate for the Northwest.
- Native plant species and exotic invasive species.
- Sustainable practices including composting, organic farming and low-impact landscaping.
- Personal and horticultural safety practices in the workplace.

- Plant identification as well as pest and disease identification and control.
- Landscaping, nursery, parks and gardens, turf and revegetation.
- Maintenance and management of trees.
- Fundamentals of landscape design and botany.
- Related horticultural equipment, materials and techniques.
- Plant taxonomy (e.g., scientific nomenclature, plant family relationships, plant identification, etc.).
- Role of plants, gardens, and collections in public horticulture.
- Labor laws regarding youth workers, youth worker rights, and regulations regarding safety on the worksite.

### Ability to

#### **All Tracks**

- Make accurate assessments of juveniles' behavior and attitudes and choose appropriate courses of action based on this assessment.
- Assist professional level positions in the technical aspects of the work.
- Work with the public and deliver a service or program.
- Convey the purposes and services of a program to the user population.
- Effectively work with maladjusted youths and their families and gain their confidence and cooperation.
- Maintain discipline and orderly conduct.
- Identify, enlist and coordinate the use of volunteers.
- Coordinate and organize a special aspect or function of a service or program.
- Identify community resources and use them to better the service or program.
- Teach life and pro-social coping skills.
- Develop and conduct youth training and skill development in program areas.
- Motivate, monitor and direct clients.
- Collect data and document activities and prepare accurate reports.
- Interpret applicable laws, regulations, policies and program standards and recommend appropriate decisions.
- Establish and maintain effective working relationships with those contacted in the course of work, both individually and as a team member.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned youth workers.
- Gain cooperation through discussion and persuasion of youth from various backgrounds.
- Collect and maintain data, conduct, analyze, and interpret data and research, and prepare accurate reports.

#### **Culinary Arts**

- Prepare and cook nutritious meals in various quantities; estimate food needs in advance.
- Maintain a sanitary and secure kitchen facility.
- Assign and supervise the work of youth in the program.

- Work long hours while standing on a concrete floor and under conditions of extreme heat.
- Communicates with secure facility supervisors regarding meal counts and special dietary needs.
- Supervise, train and evaluate assigned youth workers.
- Work assigned shifts; be available as necessary.

### **Casework Support and Skills Training**

- Conduct effective skill-building with individuals and groups.
- Assess youth engagement and progress.
- Learn curriculum and effectively deliver content individually and in group.
- Effectively manage individual and group behavior.
- Effectively recognize and address antisocial attitudes, values and beliefs of youth on caseplans while in community and in programs.

### **Horticulture and Forestry**

- Sustainable practices including composting, organic farming and low-impact landscaping.
- Design and build vegetable garden, greenhouse, and nursery.
- Plan activities, demonstrations, shows, sales and related displays and activities with both youth and volunteer staff.
- Ability to perform physically strenuous activities.
- Plan and construct new landscaping projects while maintaining others.

## **EXPERIENCE AND TRAINING**

### Training

- Associate's Degree with major course work in psychology, counseling or a field related to area of assignment.

### Experience

- One year of experience working with juveniles in a criminal justice setting, performing work in the area of assignment.
- An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

### Special Requirements

- If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.
- If hired in the Culinary Arts Track must obtain and maintain a Food Handler's Card within 30 days from the date of hire. Must be ServSafe Food Safety certified within 6 months of employment.

Lane County

| Juvenile Justice Specialist - Bilingual (continued)

- This position requires an extensive background check. Those who have been convicted of felony or serious misdemeanor crimes may not qualify for employment.

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**JUVENILE JUSTICE SPECIALIST – Bilingual "B"**

Language - Spanish

**DEFINITION:**

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

**EXAMPLES OF DUTIES:**

In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

**EXPERIENCE AND TRAINING:**

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.



**SUBJECT: HEALTHCARE EQUITY**

POLICY:

It is the policy of Lane County H&HS to comply with all applicable laws including Federal civil rights laws. H&HS does not discriminate on the basis of race, color, national origin, age, disability, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity, veteran's status, or political beliefs.

The H&HS Assistant Director will act as the Civil Rights Coordinator and will oversee activities to ensure compliance with associated regulations.

Each Division of H&HS will provide auxiliary aids and services that are appropriate for the specific work in that Division. These aids and services will be provided in a timely manner upon request and free of charge.

Each Division of H&HS will provide language assistance services in a timely manner upon request and free of charge. Language assistance services may be provided via an approved H&HS vendor or a qualified bilingual staff. Bilingual staff are determined to be qualified to complete their assigned job duties in a language other than English via completion of bilingual testing and achievement of the appropriate level of the American Council on the Teaching of Foreign Languages (ACTFL) scale, as indicated on the attached matrix. Bilingual testing will be completed prior to hiring and candidates who do not successfully meet the required level will not be placed in a bilingual classification.

Qualified bilingual staff will not be used as interpreters unless they have been credentialed as either qualified or certified interpreters as appropriate for their job classification.

Additionally, as required by law, further quality standards will be adhered to in the delivery of language assistance services. Per regulation, the following practices are prohibited:

- Requiring an individual to provide his/her own interpreter
- Relying on a minor child to interpret

- Relying on interpreters that the individual prefers when there are competency, confidentiality, or other concerns
- Relying on unqualified bilingual or multilingual staff
- Using low quality video remote interpreting services

Each Division of H&HS will maintain a grievance policy that meets the requirements of federal civil rights laws and will appropriately communicate these policies. Designated Division staff will work with the H&HS Civil Rights Coordinator on grievances related to discrimination, failure to provide appropriate auxiliary aids or language services, or any other similarly associated complaint.

Each Division of H&HS will post notices in prominent physical locations, on websites, and in significant publications and communications as required under federal civil rights laws. Taglines in alternate languages will also be made available in significant publications, communications, and websites. These postings and taglines will serve to notify individuals to the details contained in this policy. Significant publications that are small in size will include abbreviated language and taglines as allowed under federal law. Small size publications are considered to be those that are three pages or less including but not limited to brochures, postcards, targeted fliers, small posters, and those that are communicated through social media platforms. Significant publications are considered to be communications that are targeted to patients, consumers, enrollees, applicants, or members of the public and include but are not limited to patient handbooks, outreach publications, and written notices pertaining to benefits or requiring a response from an individual. H&HS Division Managers are responsible for identifying documents that meet the criteria of a significant publication for their Division and ensure that required regulations are adhered to as it relates to these documents.

ATTACHMENTS: Bilingual Classification ACTFL Levels Matrix; Notice About Nondiscrimination and Accessibility; Health Equity Taglines; Nondiscrimination Statement for Small Publications

<b>Bilingual Classification</b>	<b>ACTFL Level</b>
Office Assistant 1, 2, Sr.	Intermediate Mid
Accounting Clerk 1, 2	Intermediate Mid
Community Service Worker 1, 2	Intermediate Mid
Program Services Coordinator 1	Intermediate Mid
Mental Health Specialist 1, 2	Intermediate High
Development Disability Specialist	Intermediate High
Licensed Practical Nurse	Advanced Low
Community Health Nurse 1, 2	Advanced Low
Nurse Practitioner	Advanced Low
Medical Assistant 1, 2	Intermediate High
Community Health Analyst Sr.	Intermediate Mid
Patient Care Coordinator	Intermediate High
WIC Certifier	Intermediate Mid
Juvenile Counselor 1, 2	Intermediate High
Employment Specialist 1, 2	Intermediate Mid
Physician	Advanced Low
Environmental Health Specialist 2	Intermediate High
Victim Advocate	Intermediate High



## Notice About Nondiscrimination and Accessibility Requirements

### Discrimination is Against the Law

Lane County Health & Human Services (LCH&HS) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity, veteran's status, or political beliefs.

LCH&HS provides free aids and services to individuals with disabilities to communicate effectively with us including qualified sign language interpreters and written information in alternate formats.

LCH&HS provides free language services to individuals whose primary language is not English to communicate effectively, including translated documents and oral interpretation.

If you need these services, contact the H&HS program where you receive services. For information on how to contact a specific program you can call 541-682-4035 or email [HealthcareEquity@co.lane.or.us](mailto:HealthcareEquity@co.lane.or.us).

If you believe that LCH&HS has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity, veteran's status, or political beliefs you can file a grievance with the H&HS program where you receive services. If you need help filing a grievance, have questions, or would like additional information you can email [HealthcareEquity@co.lane.or.us](mailto:HealthcareEquity@co.lane.or.us).

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office of Civil Rights Complaint Portal, available at [https:// ocrportal.hhs.gov/ocr/portal/lobby.jsf](https://ocrportal.hhs.gov/ocr/portal/lobby.jsf) or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW Room 509F, HHH Building  
Washington, D.C. 20201

1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

ATTENTION: Si usted habla español, los servicios gratuitos de asistencia lingüística están a su disposición. Favor llamar al 1-844-647-6720

LƯU Ý: Nếu Quý vị nói tiếng Việt, chúng tôi có các dịch vụ hỗ trợ ngôn ngữ miễn phí sẵn dành cho Quý vị. Hãy gọi 1-844-647-6720

注意：如果您说汉语，可以为您提供免费的语言帮助服务。请拨打电话 1-844-647-6720

ВНИМАНИЕ: если вы говорите на русском языке для получения бесплатной помощи переводчика звоните 1-844-647-6720

참조: 필요하신 경우 한국어 지원 서비스가 여러분께 무료로 제공됩니다. 무료 전화: 1-844-647-6720

УВАГА: якщо ви розмовляєте українською мовою для отримання безкоштовної допомоги перекладача дзвоніть 1-844-647-6720

注意：日本語をお話しの方は、無料にて言語相談窓口がご利用になれます。

電話番号 1-844-647-6720

انتباه: إذا كنت تتحدث العربية، فإن المساعدة متوفرة لك بلغتك، وهي مجانية. من فضلك اتصل بالرقم: 1-844-647-6720

ATENȚIE: dacă vorbiți limba română, sunt disponibile servicii gratuite de asistență lingvistică. Sunați la nr. 1-844-647-6720

ត្រូវចងចាំ: បើសិនលោកអ្នកនិយាយភាសាមន-ខ្មែរ សេវាកម្ម

ជំនួយផ្នែកភាសាមានផ្តល់ជូនលោកអ្នកដោយឥតគិតថ្លៃ។ សូមទូរស័ព្ទមកលេខ 1-844-647-6720

Xiyyeeffannaa (Fuuleeffannaa): Yoo Oromoo dubbatta tahe, ,Tajaajilli gargaarsa qooqaa, baasii malee sii jiraa. 1-844-647-6720 waami.

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer 1-844-647-6720

دی ۱-۸۴۴-۶۴۷-۶۷۲۰ شماره با . است موجود شما یرا گان یرا ، زبان به کمک خدمات ، دی کن کم صحبت یرا زبان به اگر دی ری بگ تماس

ATTENTION: Si vous parlez français, les services d'assistance linguistique gratuits sont à votre disposition. Veuillez appeler le 1-844-647-6720

โปรดทราบ: ถ้าคุณพูดภาษาไทย คุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร 1-844-647-6720



## **Notice About Nondiscrimination and Accessibility Requirements**

### **Discrimination is Against the Law**

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Lane County Health & Human Services (LCH&HS) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, sex, religion, language, ethnicity, socio-economic status, sexual orientation, gender identity, veteran's status, or political beliefs.

**ATTENTION:** Si usted habla español, los servicios gratuitos de asistencia lingüística están a su disposición. Favor llamar al 1-844-647-6720

**LƯU Ý:** Nếu Quý vị nói tiếng Việt, chúng tôi có các dịch vụ hỗ trợ ngôn ngữ miễn phí sẵn dành cho Quý vị. Hãy gọi 1-844-647-6720

Andrea Muzikant  
Authorized Signature

Issue Date: 12/28/2013  
Update: 7/1/2017

Topic: Records of Service

Transmitting (check the box that best applies):

New Policy       Policy Change       Policy Clarification       Other

Applies to (check all that apply):

All LCDDS employees       Providers  
 Services Coordination       Other (please specify):

Policy Title:	Standards for Progress Notes		
Rule Number(s):	411-320-0070(4) Records of Service		
Effective Date:	July 1, 2017	Expiration:	n/a

Discussion/Interpretation: It is the policy of Lane County Developmental Disabilities Services (LCDDS) to document the delivery of services by Services Coordinators and Cascade Region staff in case notes sufficient to support each case service provided and meet billable guidelines as established for targeted case management services. Progress notes are the vehicle to “tell the story” of the support that DDS staff provide to individuals served by Lane County DDS. It is vital that Services Coordinators meet their assigned number of billable case management contacts each month, as this is how Medicaid funds are accessed to generate funding for LCDDS case management services.

Implementation Instructions:

1. LCDDS commonly refers to progress notes as billable contacts or Case Management (CM) encounters and are charted in the electronic record. Billing is for services that are identified as CM activities to “access, coordinate and assure the delivery of services and supports required by individuals with developmental disabilities.” The progress note must be entered into the individual’s record and must adequately describe the qualifying CM activity. Each billable case management encounter documented in a progress note is reported to the Office of Developmental Disabilities Services (ODDS) via the eXPRS claims processing system.
2. LCDDS uses electronic progress notes as the vehicle to document the delivery of service by an eligible staff to support each CM service provided. The electronic progress notes are automatically dated, stored chronologically, labeled with the individual’s name and include the SC’s electronic signature.
3. Progress notes are preferably done at the time of contact or activity but no later than within seven business days. The seven business day deadline will be extended by the length of time equal to an employee’s approved time management or other approved leave.
4. Progress notes are always retrospective, not prospective, in nature. They shall not be used for future reporting.

5. A progress note shall be written, whether billable or not, any time an individual matter is addressed. Every service recorded in eXPRS as billable encounter must have a corresponding progress note in the electronic file that meets criteria as a billable service. All billable (CM) progress notes shall indicate the service provided and how the service relates to the individual's plan and/or protocols.
6. Each 1.0 FTE Developmental Disabilities Specialist (Services Coordinator) is required to get 75 billable contacts each month. Lead DD specialists are required to get 60 billable contacts each month regardless of caseload size.
7. .5 Temp FTE Developmental Disabilities Specialist (Services Coordinator) are required to get 37 billable contacts per month.
8. If an individual is receiving Crisis Diversion Services, Cascade Regional Program staff cannot prepare a billable contact but will notify the Services Coordinator of any activities that might be billable for them to report. Cascade Regional Program staff are expected to write non-billable notes documenting their activities related to any individual's services and supports.
9. Progress notes must be objective, factual and free from personal biases, opinions, comments or emphasis. Quotations shall only be used for actual statements, not employee comments or opinions. A progress note is considered to be a legal document and, as such, may be subpoenaed.
10. Progress notes shall include:
  - a. A short action statement (descriptive heading);
  - b. The date the services were rendered;
  - c. A list of the people and their titles who were involved with the activities described in the note;
  - d. A brief description of the specific service provided, including, if relevant, the individual's medical issue, support needs as related to the ISP or preferences;
  - e. A statement of decision and/or action;
  - f. Any follow up that should occur.
11. Progress notes are descriptive, concise and complete so that others can understand the situation or events and worker actions. Each progress notes entry should address Whom, What and When. Notes should also address Where, How, Why and Follow Up actions, when applicable.
12. Progress notes should be checked for proper grammar, spelling and punctuation, and should only use agency-acceptable acronyms and abbreviations. Acronyms should be spelled out once in the progress note before they can be utilized. Example: The ISP team met today at Pearl Buck Center (PBC).
13. It is not acceptable to copy and paste emails or flyers into a progress note.
14. All progress notes should be proof read for typos and inaccurate content before signing off on them.
15. All progress notes should be reviewed for HIPAA compliance and should not include other individuals' names or protected health information.
16. Questions regarding whether or not a service is billable shall be addressed to the SC Lead or SC Supervisor.