

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 17-10-17-06

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

**WHEREAS**, the collective bargaining agreement between Lane County and the American Federation of State, County and Municipal Employees, Local 2831 – Nurses 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;

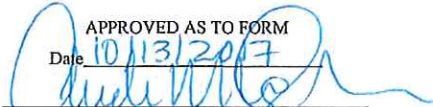
**WHEREAS**, in order to establish a successor collective bargaining agreement outside of an agreed upon contract between the parties, it is necessary to implement the County's modified final offer for a three (3) year successor agreement beginning July 1, 2017, and ending June 30, 2020.

**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 – Nurses 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 10/13/2017  
  
\_\_\_\_\_  
LANE COUNTY OFFICE OF LEGAL COUNSEL

**NURSES CONTRACT**

**between**

**LANE COUNTY, OREGON**

**and**

**AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES  
(LOCAL 2831)**

**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.

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## 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 1, RECOGNITION, Section A.

**COBRA:** The term "COBRA" shall mean the Comprehensive—Consolidated Omnibus Budget Reconciliation Act of 1986.

**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.

**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 who 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.

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



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

**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, or equal to or greater than 20 hours per week.

**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. The probationary period is normally six (6) continuous months of service.

**Promotion:** The term "promotion" shall mean a change by an employee 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 Employees Retirement System applicable to employees of Lane County.

**Temporary Employee:** The term "temporary employee" shall mean any 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.

**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**

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 43-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) The **COUNTY** recognizes the American Federation of State County and Municipal Employees Local 2831 (hereinafter the "**UNION**") as the exclusive representative of all employees employed in classifications included in Appendix A, excluding such employees in supervisory or confidential capacities and extra help employees, for the purpose of collective bargaining with respect to wages, hours, benefits and other employment relations matters. 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 or temporary position shall exceed the number of hours defined in the Definition of this Agreement in a fiscal year and no employee who is performing bargaining unit work in such extra help position shall work more than the defined number of hours in a fiscal year.

**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 performs bargaining unit duties as part of their normal duties or when unforeseen circumstances arise that require their temporary assignment.

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



**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, provided however, such rules, regulations, policies and procedures shall be fairly enforced; 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 or procedure issued under the Management Rights clause shall be uniformly applied to all affected employees who are similarly situated.

**Section 3 - Contracting Out**

It is the general policy of the COUNTY to utilize its employees to perform work they are qualified to perform consistent with their job classifications. However, the COUNTY reserves the right to contract out any work that it deems necessary in the interest of efficiency, economy, and improved work product or emergency. Except in case of an emergency, 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), following the provisions of Article XVII 17, Section 1 - Change in Conditions prior to implementing any decision to Contract out bargaining unit work.

**Section 4 - Exercise of Rights**

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

**TA'd 9/8/2017**

**ARTICLE III**

**DUES DEDUCTION/FAIR SHARE**

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

- (A) It shall be a condition of employment that all bargaining unit employees covered by this Agreement who are members of the **UNION** shall remain members in good standing and all new employees shall, on the thirty-first (31<sup>st</sup>) day following employment, either become members of the **UNION** and shall pay monthly **UNION** dues, or pay the amount specified by the **UNION**, as in-lieu-of fees except as expressly modified in paragraph B.
- (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 in-lieu-of dues 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, proportionate to monthly, 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 ~~thirty (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 in performing its obligations as specified in this Article. Reasonable costs incurred in the defense of the **COUNTY** in any legal action brought 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 the 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. The Human Resources Director or designee can issue approval for the **UNION** President to leave their station with supervisory notification. Nothing herein is to be construed as a right of an employee to leave their station without supervisory approval.

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 the President and First Vice President of AFSCME Local 2831 and three (3) additional employees, at any one time and provided further than one (1) employee per program will be permitted without the consent of the COUNTY, and no more than two (2) from the same program which has the majority of bargaining unit members as of January 1 of each calendar year without the consent of the COUNTY.
- (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 one (1) who accepts an official position with the **UNION** may, if no serious disruption of operations, with thirty (30) days advance notice, 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 (1) 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 request will require one (1) 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-good faith effort to have its agents better craft their requests for information.

(H)—By January 10 of each yearrequest, 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.

(J) 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. Notice of the prospective topics of discussion shall be furnished with the request for a meeting. Nothing in this provision is to be construed as a requirement of either party to negotiate on any matter during the term of this Agreement.

## Section 3 - Information

The **COUNTY** agrees to make available 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 above documents made available to the **UNION**. The **UNION** will pay for additional copies of the Lane Code, the Lane Manual and the Administrative Procedures 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 ORS 243.650 to 243.782 or this Agreement and the **COUNTY** further

agrees not to dominate or interfere with or assist in the formation, existence or administration of the **UNION** or any successor employee organization.

- (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, this section is not subject to Article ~~VI-6~~ - Grievance Procedure of this Agreement and shall be subject exclusively to the applicable Oregon Revised Statutes and Oregon Administrative Procedures. 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 Representatives**

The **UNION** shall provide a current list of its officers and representatives 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/herthe 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 wWarning
  - (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 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/herthe 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, or should reasonably have had, knowledge of the occurrence for which the 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 or should reasonably have had 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, 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, 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 any disciplinary action, such action shall be final, subject to the grievance procedure, Article ~~VI-6~~ VI-6 of this Agreement.

**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 the nurse understands has 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 the grievant a written statement of their position within seven (7) calendar days.

(B) **STEP 2**

If the grievance is not resolved in Step 1 above, or the supervisor has not submitted a written reply within seven (7) calendar days, the grievant or a duly designated representative of the **UNION** may refer the grievance 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 the grievant receives the Step 2 response or date when said response is due.



(2) The Department Director, or designee, and the COUNTY's Labor Relations Manager shall meet with the grievant and the designated representative no later than fifteen (15) days from receipt of the Step 3 appeal. The Department Director shall provide the COUNTY's written response within fifteen (15) days from the date of the Step 3 meeting.

(2)(3) (3) Should the COUNTY be the aggrieved party, the matter shall be introduced at this step.

(3)(4) 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 State Employment 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 (1) 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 (1) 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 ~~on~~ 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 is~~ COUNTY facilities are 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) The **COUNTY** agrees to send a copy of all grievance responses pursuant to this Article to the designated representative of the **UNION** on the same day as the grievant.
- (F) 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.

**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 VII7

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~~bargaining unit employees copies 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.~~

~~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.~~

- ~~(A) No document shall be added to an employee's official Personnel File without the employee's knowledge. Any member of the bargaining unit may be permitted to add job-related documents pertinent to their employment to their Personnel File provided that such documentation be submitted via the appropriate Department Director. 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.~~

- ~~(B) Any bargaining unit employee who disagrees with the content of a document which is critical of that employee, placed in his/her Personnel file may:~~

- ~~(1) If he/she works in the Department of Public Safety, grieve the placement in the file of any critical document other than a performance evaluation.~~

- ~~(2) All other employees shall not have the right to grieve, but shall have the right of rebuttal and have such rebuttal document placed in their Personnel File provided such rebuttal is submitted via the Department Director within thirty (30) days of the date stated on the critical document.~~



### Section 3 - Work Rules

The COUNTY shall furnish the UNION a copy of all work rules, regulations, and general or special orders in writing in a timely manner. The COUNTY will disseminate these rules, regulations and orders in an appropriate manner.

### Section 4 - Professional Nursing Matters

(A) A Professional Nurse Committee composed of a maximum of five (5) employee representatives selected by the UNION, which includes representation from each of the areas of Public Health, Behavioral Health, Community Health Centers, and Public Safety and up to five (5) representatives of the COUNTY shall meet for up to two (2) hours once a quarter during normal COUNTY business hours. This time will be compensated in accordance with Article X10. The Committee shall meet for the purpose of making recommendations to management for the safety of nursing practices, improvement in the quality of nursing care and professional nursing standards of care and conduct as it relates to County provided services.

### Section 5 - 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 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 local, state and federal laws and regulations. Grievance claiming violation of this section shall not be arbitrable.

### Section 7- Uniforms

The COUNTY shall ~~furnish~~ ~~reimburse~~ up to a maximum of ~~two hundred and fifty~~ three hundred and fifty dollars (~~\$25350.00~~) annually for ~~reimbursement of~~ required uniforms, personal stethoscopes and/or protective footwear that meet OSHA standards. Proof of actual purchase shall be furnished to the COUNTY.

### Section 8 - Parking

- (A) The COUNTY may raise parking fees to match fees in the market area, however only one 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, and 4th and 11th Streets on the North and South of the Lane County Public Service Building and the Courthouse.
- (C) AFSCME-UNION represented employees stationed at the Lane County Adult Corrections facility and working for the Lane County Sheriff's Office shall be provided free parking.
- (D) 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.~~

#### **Section 9 - Substance Abuse Policy**

In the event the COUNTY establishes a County-wide Committee to develop a substance abuse policy, the UNION will be given notice and the opportunity to designate a representative to the Committee.

#### **Section 10 - Licenses**

The COUNTY will reimburse employees for the cost of professional licenses/certifications required for their position.

TA'd 9/8/2017



**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) Permanent, non-probationary bargaining unit members who desire promotion or lateral transfer may submit a request to be considered to the Human Resources office at any time. Such request shall specify the classification(s) to which the employee wishes to be promoted or transferred. When a position in a classification to which an employee has filed a promotional or transfer request becomes vacant, the employee will be notified and may apply.

**Section 2 – Legal Requirements**

The COUNTY and the UNION both recognize that there may be a legal requirement to place an employee into 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**

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. Promotional preference will occur subject to the following:

- (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 going on vacation, for more than one (1) 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 which positions they have requested promotional notification of. 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) As determined by the **COUNTY**, promotional eligibility shall be based on the score received on the supplemental questionnaire and/or any other appropriate selection tool, and seniority.
- (E) Employees who meet minimum qualifications for the promotional opportunity will receive seniority points at the rate of two (2) points for each six (6) months of employment up to a maximum of fifteen (15) years of service, which will be added to the score from the supplemental questionnaire or other selection tool used to determine qualifications.
- (F) Veteran's Preference – Employees who are veterans will have five (5) points added to their score after providing required documentation. Employees who are disabled veterans will have ten (10) points added to their score after providing required documentation. All current employees who apply for promotional opportunities 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.
- (G) Up to the top five (5) candidates for internal promotion as determined in paragraph A above shall be referred to the appointing authority for an employment interview. Departments are not required to fill a position with a promotional candidate. They may elect to post the position pursuant to Section 1 of this Article.
- (H) 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.

#### **Section 4 - 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 (2) 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 ~~the~~ 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 4 (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.
- (I) 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 5 - Department of Public Safety Positions**

All bargaining unit positions within the Department of Public Safety shall be excluded from Sections 1 through 3 of this Article except that Section 1 (A) shall apply. 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 6 - Reclassification**

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 a position is reclassified downward, the layoff procedures of this Agreement, Article ~~XVI-16~~ shall take effect, unless the incumbent employee elects voluntary demotion.
- (D) The **UNION** shall be notified of all reclassifications within ten (10) days of approval.



### Section 7 – 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 A.

### Section 8 - Probationary Period

- (A) The probationary period is an integral part of the employee selection process and provides the **COUNTY** with the opportunity to upgrade and improve operational efficiency by observing an employee's work, training and aiding employees in adjustment to their positions; and by providing an opportunity to reject any employee whose work performance fails to meet required work standards.
- (B) The **COUNTY** reserves the right, as part and parcel of the selection process, to reject any probationary employee during the initial probationary period for any reason 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 employed in classifications represented by the **UNION**, shall serve a probationary period of six (6) continuous months worked in that classification. 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 one hundred eighty (180) days. Notice shall be given to the **UNION** when a bargaining unit employee's probationary period is extended.
- (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 transferred or promoted to another classification shall serve a new probationary period which shall be the same period as specified in paragraph (A) above. 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, provided the employee completed the initial six (6) month probationary period prior to the promotion.

TA'd 9/8/2017

**ARTICLE IX9**

**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 nine (9) hour period or eight (8) hours in an eight and one-half (8-1/2) hour period 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 - Alternate Work Schedules**

- (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 **COUNTY** operations.
- (B) While it is understood that employees shall not have the privilege of selecting work schedules, the **COUNTY** shall make a good faith attempt to avoid making changes in work schedules which result in an expressed undue hardship to affected employees, and will within operational limitations consider requests for shift length and/or shift preference based upon seniority. In the event of 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.
- (C) When an employee works an alternate work schedule pursuant to (A) or (B) above, all hours worked pursuant to the schedule shall be considered regular hours and not subject to the overtime provisions of this agreement. It is agreed that in no event shall an employee be required to work more than forty (40) straight time hours in the workweek.
- (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/herthe decision shall not be subject to the grievance and arbitration provisions of this Agreement.
- (E) Work schedules shall not be temporarily changed for the purpose of avoiding the wage provisions of this Agreement.

**Section 4 - 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 affected employee 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, but in no event shall they be posted less than fourteen (14) days prior to the onset of the work period. 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.

### **Section 5 - Overtime**

When the COUNTY requires employees to work overtime, the following shall apply:

- (A) Unless otherwise provided in this section, 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.
- (B) Except as modified by Section 3 above, all work performed in excess of eight (8) hours in any one (1) workday, or forty (40) hours in a workweek as defined herein, shall be considered overtime work. All hours over forty in the workweek that are worked on the seventh consecutive day of work in the workweek shall be paid at two (2) times the regular hourly rate. Overtime shall not apply to employees who work in excess of five (5) consecutive days if such work period is at the employee's request or in the operation of 24-hour facilities involving rotation to a different shift where overtime would apply after seven (7) consecutive days worked.
- (C) 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. Overtime shall be authorized in advance when possible, except when unforeseen circumstances arise. Departments shall set forth exceptions, if any, to the advance authorization requirements specified in this section.
- (D) 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.
- (E) Overtime shall be compensated only once for the same hours worked.
- (F) Overtime shall be calculated to the nearest tenth (10<sup>th</sup>) hour worked.
- (G) When a nurse is called to work after the completion of a shift, without at least eight (8) hours off from the end of their last shift worked, the ensuing hours worked shall be compensated at one and one-half (1-1/2) times their regular hourly rate.
- (H) In the event an employee is on a four (4) day, ten (10) hour shift, overtime will be compensated after ten (10) hours in any workday and after forty (40) hours in any workweek, or after four (4) consecutive workdays, regardless of the workweeks involved.
- (I) Employees may accrue up to a maximum of eighty (80) hours of compensatory time. The maximum compensatory time allowed for part-time employees will be forty (40) hours. All time recorded over maximum accrual will be paid out.

### **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, near the middle of their scheduled shift. Employees required to work during their meal period or portion thereof, shall be paid for that meal period and get another meal period during that shift without pay.
- (D) It is agreed and understood between the parties that the employee's meal period may be interrupted by the COUNTY's reasonable operating needs, and that such employees are thus subject to call during their meal periods.

### **Section 7 - Reporting Place**

Employees shall report to their permanentregular 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 with approval of their supervisor. When an employee works in more than one reporting place, one location shall be designated as the permanentregular reporting place.

### **Section 8 - Shift Differential**

The COUNTY agrees to pay an hourly shift premium of one dollar and fifty cents (\$1.50) in addition to the established wage rate to employees for all shifts worked on other than the designated day shift. The designated day shift shall be considered any shift with hours primarily between the hours of 10:00 a.m. and 6:00 p.m.

### **Section 9 - On-Call**

- (A) An employee who is required to be on-call or on standby during off-duty hours will be compensated at the rate of two (2) hours regular wage per day. 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.
- (B) Except for calls received from a supervisor or manager in response to an oversight of the employee, an employee who receives a phone call during off duty hours 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, Section 1 and Section 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).

TA'd 10/6/17

**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 this 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.~~

(A)(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 Medical Assistant 2 classification will receive a one-time payment of one-hundred and seventy-five dollars (\$175.00).~~

(B)(C) ~~Cost of Living Adjustments~~

(1) Effective the first full pay period following July 1, ~~2014~~2017, employees on the payroll on ~~that~~ date ~~the Board of County Commissioners' approval of this 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.

**Section 2- Steps in Compensation Plan**

(A) 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.

(B) 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 ~~V~~16. 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.

(C) 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 - Promotion**



An employee who is promoted to a position in a class with a higher salary range shall normally receive an increase of at least five percent (5%) over the permanentregular salary received prior to the promotion, provided such increase does not place the employee at a salary above the top of the range for the new classification.

#### **Section 4 - 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 provisions of Article XVII17, Section 1 (B), Section 1 shall apply.
- (D) No new or modified classification shall be effective until such time as the Board of County Commissioners ratifies the permanentregular wage rate.
- (E) No employee shall have incur a his/her salary reductioned because of the establishment of a new, or by substantially modifying an existing, classification pursuant to this Article.

#### **Section 5 - 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 C. The classification specifications will include bilingual skills of a specified level in a specified language or languages. For example, a CHN-2 position requiring bilingual skills would be designated as CHN-B2.
- (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 specification, this may include testing current employees on an ongoing basis to meet qualification as determined by the COUNTY.
- (E) A "B" designated classification shall be considered a separate classification for the purposes of Article XVI16. 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 for any classification designated to be a "B" classification under this section. However any such formal review requested under the *Agreement* (Nurses Unit) shall be counted as a request as provided under Article X-10 Section 7 (F) of the *Agreement* for the General Unit.

#### **Section 6- Direct Deposit**

- (A) Effective upon the ratification of this Agreement, the **COUNTY** reserves the right to distribute employee payroll via direct deposit. Unless the **UNION** is provided at least thirty (30) calendar days' notice to the contrary, the direct deposit program shall include the protocols outlined below.

- (B) Employees who have no access to Employee Self-Service will continue to receive a payroll advice.
- (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 1 of this *Agreement*, payroll subject to direct deposit will normally be available on the day before said Friday.



**ARTICLE XI1**

**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 (B) and (C) 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 non-probationary or probationary permanent employee who:

- (1) Reports for work or is on paid leave on their last scheduled work day prior to, and first scheduled work day following, the holiday; and
- (2) Whose scheduled work day or paid leave prior to or following the holiday falls within two (2) calendar days of 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 are working a five (5) day, eight (8) hour work schedule, ~~he/she~~**the employee** 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 (8) 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 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, or
- (b) Time off with pay at the mutual convenience of the employee and the COUNTY, for each designated holiday which falls on a day the employee otherwise would not work.
- (c) In addition to compensation under (a) or (b) 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 or actual holiday, but not both.

(4) Employees scheduled to work on the holiday, but who do not report, shall forfeit holiday pay unless such absence is for good cause.

(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 time management leave or other earned leave.



(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 5, 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 permanent probationary and non-probationary employees in the bargaining unit. Employees covered by these provisions shall not be eligible for separate leave benefits covering the following:

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

(C) Accumulation

Except as limited in subsection 4, (G) herein, leave time shall be accrued for each hour worked or hour of paid leave at the appropriate rate provided below.

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

<u>Months of Service</u>	<u>Earned Leave Accumulation</u>	<u>Accumulation</u>
0 - 12 mos. (0 to 1 yr.)	20.0 days/year	6.154 hrs/pay period
13 - 24 mos. (1 to 2 yrs.)	23.0 days/year	7.077 hrs/pay period
25 - 48 mos. (2 to 4 yrs.)	26.0 days/year	8.000 hrs/pay period
49 - 108 mos. (4 to 9 yrs.)	29.0 days/year	8.923 hrs/pay period
109 - 168 mos. (9 to 14 yrs.)	32.0 days/year	9.846 hrs/pay period
169 - 228 mos. (14 to 19 yrs.)	35.0 days/year	10.769 hrs/pay period
229 - 288 mos. (19 to 24 yrs.)	38.0 days/year	11.692 hrs/pay period
289 months + (24 + yrs.)	41.0 days/year	12.615 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, based upon the percent of full-time equivalence authorized for the position.

~~(E) Existing Vacation~~

~~All employees' existing vacation accrual as 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. Upon the termination, or in the event of the death of an employee, the employee's vacation balance shall be paid in cash at the current rate of pay.~~

(F)(E) 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 unless otherwise specified elsewhere in this Agreement, shall be charged against the employee's accrued leave balance. Earned leave shall accrue whenever an employee is on pay 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)(F) 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)(G) Termination

After six (6) months of service, upon the termination of a non-probationary 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)(H) Death

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

(J)(I) Scheduling

- (1) Employees shall, whenever possible, request time-off in advance. 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).
- (2) Supervisors will make a good faith effort to accommodate all leave requests. Requests made more than two (2) days in advance of the time off requested will be granted under normal circumstances, provided that the number of employees gone simultaneously is



not excessive. Leave which has not been scheduled with the employee's supervisor at least two (2) working days in advance is defined to be unscheduled. Excessive use or a pattern of unscheduled leave may require written substantiation of illness or emergency nature of leave requirement. Failure to provide legitimate substantiation may result in disciplinary action up to and including discharge.

- (3) Upon receipt of a request for earned leave time off, the **COUNTY** shall grant or deny the request in writing as soon as possible, but in no event, longer than ten (10) days from the date of the request.

(4) Employees working in the Community Health Centers ("CHC's") shall:

- (a) Be provided an opportunity to have requested leave considered, in addition to the normal considerations for granting leave, on the basis of seniority for requests received from January 1 through January 30. 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 30. Such exercise of seniority shall be limited to one (1) selection per calendar year.
- (b) Time Management requests that are denied shall be placed on the Time Management calendar in a waitlist category with a number assigned as to the order on a first come first served basis. The Time Management calendar shall be posted and made visible to all staff.
- (c) Supervisors shall respond in a timely fashion to written requests for leave. Requests for leave submitted after the January 30 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 30 each year shall be on a first come first serve basis.

(K)(J) 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 compensation paid out 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 two hundred (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 cashed out.

~~(L)~~(K) Procedure for Donation of Time Management

Time Management Donations will be allowed on a case by case basis and will require approval by Human Resources Director. Employees who have an extreme emergent situation, have no more than eighty (80) hours of 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 eighty (80) hour eligibility period for Disability Leave defined in Section 4 below will not be subject to this program, unless an exception is granted by the HR Director.

**Section 3 - 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.~~

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.

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

#### **Section 4 — Non-Occupational Disability Leave**

~~(A) — After completion of six (6) months of employment, if time off from work due to a non-occupational illness or injury exceeds eighty (80) consecutive work hours, the COUNTY will provide compensated time off at the regular rate of pay for the first two (2) weeks, 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; at seventy percent (70%) for the next two (2) weeks, or any part thereof; and at sixty-six and two-thirds percent (66-2/3%) for any remaining disability period. This change in disability leave would be effective immediately upon ratification of the contract. All disability leave pay is less any Workers' Compensation benefits for which the employee may be entitled following the elimination period specified above until the employee is released to return to work up to a maximum of ninety (90) calendar days from the first day of absence. Only leave used during the eighty (80) consecutive work-hour period will be charged against the employee's accrued time management balance and/or extended illness bank. However, 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.~~

~~(B) — If the same illness or injury recurs, requiring the employee to leave work, and the employee has returned to work for seven (7) or less calendar days, no additional time will be charged against the employee's accrued time management leave. In no case shall the COUNTY be obligated to provide compensated time off in excess of ninety (90) calendar days less the elimination period for the same illness or injury.~~

~~(C) — Once an employee qualifies for long-term disability, the employee is no longer eligible for compensated time off for the same illness or injury even if the COUNTY has not provided the maximum ninety (90) calendar days.~~

~~(D) — Once an employee has received benefits under this provision, he/she will not be eligible to use accrued time management again until he/she has returned to work and subsequently suffered another illness or injury.~~

~~(E) —~~

~~(F) — 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.~~

~~(G) — When the COUNTY is providing compensated time off due to a non-occupational illness or injury, the employee will not accrue time management leave. However, if an employee returns to work, with an appropriate medical release, they will accrue time management for the actual hours worked.~~

(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; 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; at seventy percent (70%) 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.

(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) calendar days from the first day of absence for a specific illness or injury.

- (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 use any available accrued leave 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 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.
- (E) 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 leave balances. 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.
- (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 5, Discipline and Discharge, of this Agreement.
- (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) hour elimination period prior to the start of disability leave. After sixty (60) 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 available Extended Illness Bank hours.
- (H) Employees who are on disability leave shall not accrue Time Management. However, if an employee returns to work, with an appropriate medical release, they will accrue Time Management for the actual hours worked.

### **Section 5 - Personal Time Off (PTO)**

In lieu of Time Management accrual and holiday pay, temporary employees covered by this agreement, 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 6 – COUNTY Paid Bereavement**

~~Employees shall receive pay 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), or if out of state travel is required, one (1) weeks' pay, at the regular straight time hourly rate. Non-probationary employees shall be reimbursed for lost work as a result of a death in the employee's immediate family to a maximum of twenty-four (24) hours pay, (need not be consecutive) or if out of state travel is required, forty (40) hours 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 or 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 or spousal equivalent residing in the employee's immediate household. The COUNTY shall be notified of the spousal equivalent, if applicable, in writing prior to the need for this leave. In order to receive reimbursement leave must be taken within thirty (30) days of death. Any OFLA bereavement leave will run consecutive to COUNTY paid bereavement.

### **Section 7 - Substantiation**

It is understood that any time off on disability leave pursuant to Section 4 of this Article 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 V5, Discipline and Discharge, of this Agreement.

### **Section 8 - 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 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. During the period an employee is on jury duty, an employee shall be deemed to be on day shift.

### **Section 9 - 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.
- (C) No payment for any leave of absence shall be made until such leave has been properly approved. 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. Employees requesting emergency leaves may waive the written requirement, if approved by the COUNTY.
- (D) With the exception of military active duty and Peace Corps, a leave of absence without pay may not exceed ninety (90) calendar days, subject to extension on approval of the County Administrator.
- (E) Except and unless an employee who has been granted a leave of absence has, prior to the expiration of the leave of absence, furnished evidence of inability to return to work by reason of sickness, physical disability, or other legitimate reason beyond the control of the employee, and who has been granted an extension of the leave of absence by the COUNTY, 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.

- (F) Leaves of absence shall be used only for the purpose for which they are granted.

### **Section 10 - 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~~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 changes during the life of the contract, notwithstanding (A) and (B) above, the COUNTY will grant military leave in accordance with the updated law.

### **Section 11 - 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 including discharge.

### **Section 12 - 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 and medical costs.



**ARTICLE XIII**

**INSURANCE AND RELATED**

**Section 1 - Types of Insurance**

The COUNTY agrees to cover its eligible and qualified 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, the parties agree to reopen Article XIII, or new or improved benefits are instituted as a result of legislative action, such increases shall be borne by the COUNTY.

- (A) Employee and eligible dependent health insurance, ~~with major medical services of not less than those currently provided, 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) Professional liability insurance while on COUNTY business.;
- (F) Employee accidental death and dismemberment term life insurance in the amount of twenty five thousand dollars \$25,000 ~~dollars~~ or one times (1x) annual salary, whichever is greater.;
- ~~(G) Effective the first pay period following July 1, 2007 the amount shall be \$25,000 or one times annual salary whichever is greater.~~  
(G) 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 Design**

- (A) ~~Effective January 1, 2015, employees~~ Employees will have the choice between a point of service plan (the "Co-Pay Plan"), and ~~a the high-High d~~ major medical plan Health Plan (HDHP) with a health savings account (the "HSA Plan"). Effective January 1, 2018, employees will have the choice among the Co-Pay Plan, the PrimePlus Plan, or the high deductible health plan (the "HDHP" plan) 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.
  - (1) For all employees who elect the ~~HSA-HDHP~~ Plan, 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, 20152018.

- (2) 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, 20162019.
- (3) 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, 20172020.
- (4) For all employees 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.
- (5) Under the Co-Pay plan, the co-pay for professional services will increase to thirty-five dollars (\$35.00) per co-pay/visit.
- (6) Effective January 1, 2018 all employees will contribute the following toward their elected healthcare plan:
  - i. 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).
  - ii. 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).
  - iii. 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).
  - iv. 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.

(B) Opt Out

- (1) ~~For the plan years January 1, 2014 to December 31, 2017, t~~he 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.



The employee will be required to provide proof of other group coverage at the time of the decline of County medical and vision exam insurance coverage, and is required to have continuous group medical coverage.

### **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 and employee's contribution.
- (B) The SHERIFF agrees to enroll each eligible and qualified Corrections Health Nurse and Corrections Nurse Practitioner occupying a budgeted position in the Sheriff's Office Corrections Division and working in the Sheriff's Office Corrections Division, in the Oregon Public Employee Retirement System classified as Police and Fire effective January 1, 2004.
- (C) The Social Security System (FICA), for enrollment purposes, only.

### **Section 4 - Retiree Health Benefits**

- (A) 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.
- (B) 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.
- (C) 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.
- (D) 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.
- (E) Employees hired on or after July 1, 1997, shall not be eligible for COUNTY-paid retiree health insurance benefits.
- (F) The COUNTY agrees to provide an Early Retirement Alternative for the employees who meet the years of service requirement specified in Paragraph (A) or (B) 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/herthe employee's job.

- (B) Such loss or damage occurs during the course of employment.
- (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 compelled by law or 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 XIII13**

**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 established 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 - County-wide Safety Committee**

The **COUNTY** agrees that the **UNION** may select one (1) representative to participate in the **COUNTY**-wide Safety Committee and one Corrections Nurse representative to participate in the Corrections Safety Committee. Employees engaged in Safety Committee activities shall do so during normal working hours without loss of pay.

**Section 3 - 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. Consistent with this provision, the **COUNTY** will provide lab coats to employees who are required to wear them.

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

ARTICLE XIV14

TRAINING

Section 1 - Employee Requests

An employee wishing training may submit a written request to his/herthe appropriate supervisor. Such a request may include, but is not limited to, release time with pay, flexible working hours, tuition, and travel. 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 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 a non-exempt 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 ~~IX~~9, Hours of Work and Overtime. For the purposes of this provision, overtime shall include authorized 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 - Continuing Education

- (A) The **COUNTY** agrees to make a good faith effort to allow up to forty (40) hours with pay per year for full time bargaining unit employees for voluntary educational training directly related to duties they may perform in their current position or positions they may promote to under this agreement that have a similar community of interest in the medical profession. Employees working less than full time will be eligible for training time proportional to their hours of employment.
- (B) The **COUNTY** further recognizes the importance of cross-training in the Public Health area and will work cooperatively with the **UNION** toward that goal.
- (C) Requests for training will receive a timely response, not later than fourteen (14) days after the date they are received.
- (D) The **COUNTY** agrees to reimburse Nurse Practitioners and Physician Assistants up to one thousand five hundred dollars (\$1,500.00) annually towards the costs of continuing medical education (CME) required to maintain their licensure/certification. The reimbursement amount will be prorated based on the employee's FTE.
- (E) The **COUNTY** agrees to reimburse Senior Dental Hygienists and Dental Hygienists up to one thousand five hundred dollars (\$1,~~05~~00.00) annually towards the costs of continuing medical



education (CME) required to maintain their Expanded Practice Dental Hygienist permit. The reimbursement amount will be prorated based on the employee's FTE.

**Section 5 – Training for Certified Medical Assistants or Nurses**

If a Certified Medical Assistant is working toward a nursing degree or nurses working toward an advanced nursing degree, the COUNTY agrees to reasonably accommodate the employee's need to attend classes during the work day, by either allowing the employee to take paid leave time or flex his/her working hours.

**ARTICLE XV15**

**SENIORITY**

**Section 1 - Definition**

Seniority is defined as the amount of continuous service within the bargaining unit without an interruption of services.

**Section 2 - Continuous Service**

Continuous service shall be employment unbroken by separation other than military, Peace Corps, or Union leave.

**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. In the event of a tie in length of service, seniority will be established by the flip of a coin.

**Section 4 - Non-Bargaining Unit Seniority**

Employees transferred or promoted out of the bargaining unit shall not accumulate seniority while out of the bargaining unit and shall have their then existing level of seniority frozen. Any such employee subsequently returned into a bargaining unit position shall be entitled to have their (a) previous seniority restored, (b) be returned to the same wage step as prior to outside employment, and (c) be returned to the same time management accrual placement as prior to outside employment, provided they have maintained continuous employment with the COUNTY. Bargaining unit members who have been promoted into a supervisory non-bargaining unit position shall not maintain bumping rights in the event of a layoff. However, supervisors who have been promoted from the bargaining unit shall retain bargaining unit seniority for purposes of recall. Such recall rights shall be to the bargaining unit classification held at the time of promotion.

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



ARTICLE XVI16

LAYOFF AND RECALL

Section 1 - Layoff

- (A) A layoff is defined as an involuntary interruption of work which does not reflect discredit on the service of the displaced employee. Bargaining unit employees with the least seniority within the job classification 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. 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) Layoff will be by classification and on a Departmental basis only, and in concurrence with the definition of "position."
- (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) All employees on layoff status, including previous bargaining unit employees, 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. Employees shall have recall rights first to the division from which they were laid off, second to the department from which they were laid off and then to County-wide recall, 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 position in a division other than the one held at the time of layoff and refuses said offer, the employee will remain eligible for recall only to the division and classification from which the employee was laid off.
- (B) 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).
  - (3) Secondary recall (recall to a position other than the classification from which the employee was laid off).
  - (4) Transfer.
  - (5) Promotion.
- (C) Response and Status While Subject to Recall
  - (1) 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. If an employee is offered recall to another classification, 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.
  - (2) 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) 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.
- (E) An employee who accepts recall to a non-bargaining unit position shall retain recall rights in accordance with Section 2(A) of this Article.
- (F) An employee shall not be required to accept recall to a position which is not at their previous reporting place or located more than thirty (30) miles from their place of residence at the time of layoff.
- (G) An employee shall not be required to accept recall to less than their original hours or a temporary position in order to maintain recall rights, nor shall acceptance of such position negate their recall rights. The COUNTY shall offer recall employees, extra help and temporary positions on the basis of seniority as such positions become available.
- (H) An employee shall not be required to accept recall to a part-time or temporary position in order to maintain recall rights.

### Section 3 - Responsibilities

- (A) 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 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.
- (B) Employees' responsibilities include:
  - (1) Employees must notify Human Resources of changes in address, phone number or any other ~~information-change~~ which would prevent Human Resources ~~Services~~ from being able to contact the employee when a position becomes available (except for those



working for Lane COUNTY).

- (2) Employees must respond within five (5) business days from the 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 Services office. ~~This will be the basis for determining qualifications for positions other than the one from which layoff occurred.~~

#### **Section 4 - Opportunity for Work During Layoff**

- (A) 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.
- (B) 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 5 - Separate Classifications**

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 example: Community Health Nurse 1, Community Health Nurse 2, Dental Hygienist, Sr. Dental Hygienist. The groupings set forth in Appendix B shall be considered the classification series.

For the purpose of layoff and recall, both the COUNTY and the UNION recognize the following separate classifications and classification series set forth in Appendix B.

#### **Section 6 - 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 refused 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, as provided for in COBRA. The COUNTY shall administer all such payments.

#### **Section 7 - Termination for Exhaustion of Non-occupational Disability Leave**

Employees who have been terminated upon exhaustion of non-occupational disability leave benefits provided under Article X111, 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**

If the COUNTY changes or proposes to implement matters within the scope of representation as defined by ORS 243.650(7) and not mentioned in this Agreement which require negotiations under the law, and more than a de minimus number of employees are affected, the COUNTY will notify the UNION in writing prior to implementing the proposed change. Upon timely request of the UNION (within 14 days), 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 - 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 4 - Joint Labor Relations Committee**

- (A) Upon the request of either the COUNTY or the UNION, the parties agree to establish Joint Labor Management Relations Committees to discuss ongoing 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, training, employee morale, mutual problem-solving and general union-management cooperation. If either party of a particular work unit so requests, committees will be formed in the following work units: Public Safety, Public Health, Mental-Behavioral Health and Youth Services. By mutual agreement, already existing steering committees, discussion groups, task forces, or other similar forums within a work unit will serve the purpose of the Joint Labor Relations Committee.
- (B) Once requested, the work unit committees shall meet at a mutually agreed upon convenient time and place and such meeting shall, if at all practical, be scheduled within fourteen (14) days. Frequency, time and issues involved in scheduling subsequent meetings will be determined by mutual agreement.
- (C) Either party of any of the individual work unit committees may request a joint meeting with other work unit committees when issues of common interest are identified. Joint meetings require consent of all participating parties. Such joint meetings may also include the UNION's staff representative and the COUNTY's Labor Relations SpecialistManager.
- (D) Structure of work unit committee meetings such as chairpersons, agenda setting, minutes taking and ground rules will be determined by each committee by mutual agreement.
- (E) All committees shall consist of equal numbers of participants, not to exceed three (3) on each side. Each party shall select its own representatives.
- (F) No committee shall have authority to amend the terms of the Agreement.

TA'd 7/31/2017

**ARTICLE 18**

**DENTAL HYGIENISTS**

Effective January 1, 2018 the following shall apply to employees classified as part-time Dental Hygienist and Senior Dental Hygienist. It is understood that employees in these classifications will retain all rights provided in this Agreement, unless expressed otherwise in this Article.

**Section 1 – Hours of Work and Seasonal Schedule**

Employees classified as part-time Dental Hygienists and Senior Dental Hygienists must work over twenty (20) hours per work week and therefore will not be required to reapply at the beginning of each fiscal year. Employees in these classifications will normally work weeks scheduled in accordance with the public school districts of Lane County. Employees in these classifications will be placed in a leave without pay status (LWOP) for the weeks in which there are no regular school sessions.

**Section 2 – Insurance**

Employees in these classifications will receive benefits in accordance with Article 12, Section 1 (G) of this Agreement for proration of part-time employee benefits. For the months in which these employees are in an LWOP status the COUNTY will continue any provided or employee elected benefits as would be received in active status. Any contributions made by the employee will go into arrearage and will be collected from the next pay check upon return to active status.

**Section 3 – Seniority**

For the purposes of layoff and recall employees in these classifications will retain bumping rights limited to the part-time Dental Hygienist and Senior Dental Hygienist positions.



**ARTICLE XVIII19**

**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, 20172020, 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 - Effective Date**

This Agreement and all provisions contained herein shall become effective upon ratification by the parties. No employee(s) shall receive any retroactive salary adjustments, back pay award or any other economic or non-economic benefit except as specifically provided for in this Agreement.

**Section 4 - 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

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

\_\_\_\_\_  
\_\_\_\_\_  
Marquita Corliss, Executive Board  
AFSCME Local 2831

\_\_\_\_\_  
Charity Aguirre, Member  
AFSCME Local 2831

\_\_\_\_\_  
Christine Yonkers, Member  
AFSCME Local 2831



APPENDIX A

Flex-Staffed Classification Series

Medical Assistant 1  
Medical Assistant 2

Community Health Nurse 1  
Community Health Nurse 2

**APPENDIX B**  
**Classifications**

- Certified Medication Aide
- Corrections Health Nurse
- Dental Assistant
- Juvenile Justice System Nurse
- Licensed Practical Nurse
- Mental Health Nurse
- Nurse Practitioner - RN
- Patient Care Coordinator
- Physician Assistant

=====

**Classification Series:**

- Community Health Nurse 2
- Community Health Nurse 1

=====

- Dental Hygienist, Sr
- Dental Hygienist

=====

- Medical Assistant 2
- Medical Assistant 1

=====



APPENDIX C

Bilingual Classifications

Community Health Nurse 1 – Bilingual

Community Health Nurse 2 – Bilingual

Licensed Practical Nurse – Bilingual

Medical Assistant 1 & 2 – Bilingual

Nurse Practitioner - Bilingual

Patient Care Coordinator - Bilingual

**SUMMARY OF BENEFITS  
FOR  
Lane County AFSCME REPRESENTED EMPLOYEES  
Effective January 1, 2012  
Lane County Copay Plan – Nurses**

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
**Vision	Exam-Only		Exam-Only
Rx	Retail 30-day supply	Mail-Order 90-day supply	Out-of-Network
Generic / Preferred / Non-Preferred	15 / 30 / 35***	2x copay	50% or the retail pharmacy copay, whichever is greater

— \* 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 – Nurses

Plan Years commensurate January 01 through December 31

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

\* 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 Nurses Wage Proposal - 10/17/17

AFSCME Nurses Wage Proposal - 10/17/17							
	Current			Proposed			
TITLE	Grade	Min	Max		Min	Mid	Max
Community Health Nurse 1	031	23.87	33.1	NO CHANGE	23.87	27.60	33.10
Community Health Nurse 1 - Bilingual	033	25.06	34.76	NO CHANGE	25.06	29.00	34.76
Community Health Nurse 2	035	26.33	36.54	037	27.67	32.00	38.38
Community Health Nurse 2 - Bilingual	037	27.67	38.38	039	29.07	33.64	40.30
Dental Hygienist	040	29.78	41.31	NO CHANGE	29.78	34.45	41.31
Dental Hygienist, Sr	042	31.3	43.38	043	32.09	37.10	44.49
Juvenile Justice System Nurse	035	26.33	36.54	037	27.67	32.00	38.38
Licensed Practical Nurse	024	20.09	27.84	NO CHANGE	20.09	23.21	27.84
Licensed Practical Nurse - Bilingual	026	21.09	29.23	NO CHANGE	21.09	24.38	29.23
Medical Assistant 2	020	17.04	23.6	NO CHANGE	17.04	19.72	23.60
Medical Assistant 2 - Bilingual	022	17.9	24.82	NO CHANGE	17.90	20.73	24.82
Nurse Practitioner	048	36.29	50.33	049	37.20	43.01	51.58
Nurse Practitioner - Bilingual	050	38.13	52.88	051	39.08	45.19	54.17
Nurse Practitioner-Mental Hlth	049	37.2	51.58	050	38.13	44.09	52.88
Nurse Practitioner-Mental Hlth - Bil	051	39.08	54.17	052	40.07	46.34	55.56
Patient Care Coordinator	025	20.58	28.54	NO CHANGE	20.58	23.82	28.54
Patient Care Coordinator - Bilingual	027	21.62	29.99	NO CHANGE	21.62	25.01	29.99
Physician Assistant	047	35.4	49.12	049	37.20	43.01	51.58

Effective the first full pay period following July 1, 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.



PROCEDURES MANUAL  
2016

Unit                      Section      Issue

Date December                      2,

Amended \_\_\_\_\_

Replaces \_\_\_\_\_  
Unit                      Section

**SUBJECT: HEALTHCARE EQUITY**

Approved \_\_\_\_\_

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> 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

ជំនួយផ្នែកភាសាមនផ្តល់ជូនលោកអ្នកដោយឥតគិតថ្លៃ។ 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

1-844-647-6720 شماره با . است موجود شما کبرا گان یرا ، زبان به کمک خدمات ، دیکن کم صحبت یرا زبان به اگر دی ریگ 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



**COMMUNITY HEALTH NURSE 1**  
**COMMUNITY HEALTH NURSE 2**

DEFINITION

Community Health Nurse 1

As a member of a total health care team, provides entry level professional nursing duties relating to public health and community health care services in health promotion, prevention and disease control programs; and performs related duties as assigned.

Community Health Nurse 2

To provide a variety of professional population-focused community and public health nursing services in health promotion, prevention and disease control programs; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Community Health Nurse 1

Receives general supervision from assigned supervisory and management personnel. May receive technical and functional supervision from an assigned advanced level nurse.

Community Health Nurse 2

Receives direction from assigned supervisory and management personnel. Exercises functional and technical supervision over technical and professional personnel.

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

Community Health Nurse 1

Assesses, plans and evaluates individual, family and community health needs in consultation with health team.

Implements general public or community health nursing services in an assigned geographic area of responsibility or special program.

Arranges or conducts health classes or group meetings with teachers, school nurses, parents, industrial groups and expectant parents, as assigned.

### EXAMPLES OF DUTIES (con't)

Performs home or office visits, explaining basic concepts of prevention of disease and promotion of mental and physical health.

Assists families in understanding health needs and methods of meeting needs through education, direct service and referral to appropriate health resources.

Exchanges information with physicians and other health workers for more effective care of the individual patient in consultation with health team.

Schedules delivery of health services including home visits, office visits, groups, clinics, or telephone consultations, as appropriate.

Confers with pupils, teachers, administrators, school nurses, parents and physicians on specific health problems.

### ~~EXAMPLES OF DUTIES (con't)~~

Participates in conferences with other disciplines and agencies to coordinate services and plan joint action.

Maintains records for nursing services to families, schools and clinics, and makes reports as required.

Provides public and community health nursing services in special settings such as hospital coordination, disease investigations and mental health and drug programs in consultation with health team.

Dispenses medication under standing orders of a physician, and supervises and monitors its effects on a patient.

Collects laboratory samples and interprets their results where applicable.

May perform other duties as assigned.

### Community Health Nurse 2

In addition to the duties described above, the Community Health Nurse 2:

Utilizing independent judgment, assesses, plans and evaluates individual, family and community health needs.

Plans and implements general public or community health nursing services in an assigned geographic area of responsibility or special program.

Plans and directs clinics or special programs with clinics.



Plans and exchanges information with physicians and other health workers for more effective care of the individual patient.

Organizes and coordinates the development of community organization and planning for health services with community groups.

Schedules visits with school administrators and teachers in a district and assists them in identifying health problems and interpreting medical reports and recommendations.

Organizes, trains and supervises volunteer workers.

Provides public and community health nursing services in special settings such as hospital coordination, disease investigations and mental health and drug programs.

## MINIMUM QUALIFICATIONS

Knowledge of:

### Community Health Nurse 1:

Practices, principles, procedures, and theory of public and community health nursing.

Laws, rules and regulations governing the provision of public and community health care nursing.

Community resources available for public and community health nursing problems.

Illnesses and diseases associated with public health, and the treatments available.

Policies and protocols of relevant program and clinic operations.

Public health and community health care education.

Examination, assessment and treatment techniques.

### Community Health Nurse 2:

In addition to those described above:

Community and state health standards and practices.

Practices and operating characteristics of available public and community health programs.

Practices, principles and policies of public and community health education.

Examination and assessment techniques used to analyze a variety of health situations

including sexually transmitted diseases, pregnancy, tuberculosis, communicable diseases, immunization status and risks, maternal/child health and other public health situations.

Ability to:

Community Health Nurse 1:

Screen and assess levels of wellness.

Understand and apply nursing knowledge and principles in public health and community health care services.

Ability to: (con't)

Identify, use and coordinate with community resources and other health care programs.

Work with a team nursing approach, and monitor and assess medical conditions.

Provide educational services to target populations, patients and the general public.

Work with patients of varying ages and backgrounds.

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

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and update a variety of reports, charts and documentation associated with public and community health care.

Community Health Nurse 2:

In addition to those described above:

Independently assess, identify and treat illnesses and diseases associated with public and community health nursing services following medical standing orders and acting within nursing scope and standards of practice.

Interpret laws, rules and regulations as applied to health care and education.

Identify problems and generate solutions within the scope of the department, division, program or clinic.

Determine needs of the community as applied to public and community health nursing services.

Examine patients and assess their physical well being.



## Experience and Training

### Community Health Nurse 1:

#### Training:

Associates degree in Nursing from an accredited college or university is required. College-level coursework in the social sciences, and additional nursing training within a community or public health curriculum desirable.

#### Experience:

Nursing experience in public health or community health care services desirable.

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

### Community Health Nurse 2:

#### Experience and Training

Bachelor of Science in Nursing degree from an accredited college or university.

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

#### Special Requirements:

Possession of a current State of Oregon Registered Nurse license at time of appointment.

~~Possession of a valid Oregon driver's license.~~

**COMMUNITY HEALTH NURSE 1 - Bilingual**  
**COMMUNITY HEALTH NURSE 2 - Bilingual**

DEFINITION

Community Health Nurse 1

As a member of a total health care team, provides entry level professional nursing duties relating to public health and community health care services in health promotion, prevention and disease control programs; and performs related duties as assigned.

Community Health Nurse 2

To provide a variety of professional population-focused community and public health nursing services in health promotion, prevention and disease control programs; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Community Health Nurse 1

Receives general supervision from assigned supervisory and management personnel. May receive technical and functional supervision from an assigned advanced level nurse.

Community Health Nurse 2

Receives direction from assigned supervisory and management personnel. Exercises functional and technical supervision over technical and professional personnel.

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

Community Health Nurse 1

Assesses, plans and evaluates individual, family and community health needs in consultation with health team.

Implements general public or community health nursing services in an assigned geographic area of responsibility or special program.

Arranges or conducts health classes or group meetings with teachers, school nurses, parents, industrial groups and expectant parents, as assigned.



EXAMPLES OF DUTIES (con't)

Performs home or office visits, explaining basic concepts of prevention of disease and promotion of mental and physical health.

Assists families in understanding health needs and methods of meeting needs through education, direct service and referral to appropriate health resources.

Exchanges information with physicians and other health workers for more effective care of the individual patient in consultation with health team.

Schedules delivery of health services including home visits, office visits, groups, clinics, or telephone consultations, as appropriate.

Confers with pupils, teachers, administrators, school nurses, parents and physicians on specific health problems.

~~EXAMPLES OF DUTIES (con't)~~

Participates in conferences with other disciplines and agencies to coordinate services and plan joint action.

Maintains records for nursing services to families, schools and clinics, and makes reports as required.

Provides public and community health nursing services in special settings such as hospital coordination, disease investigations and mental health and drug programs in consultation with health team.

Dispenses medication under standing orders of a physician, and supervises and monitors its effects on a patient.

Collects laboratory samples and interprets their results where applicable.

May perform other duties as assigned.

Community Health Nurse 2

In addition to the duties described above, the Community Health Nurse 2:

Utilizing independent judgment, assesses, plans and evaluates individual, family and community health needs.

Plans and implements general public or community health nursing services in an assigned geographic area of responsibility or special program.

Plans and directs clinics or special programs with clinics.

Plans and exchanges information with physicians and other health workers for more effective care of the individual patient.

Organizes and coordinates the development of community organization and planning for health services with community groups.

Schedules visits with school administrators and teachers in a district and assists them in identifying health problems and interpreting medical reports and recommendations.

Organizes, trains and supervises volunteer workers.

Provides public and community health nursing services in special settings such as hospital coordination, disease investigations and mental health and drug programs.

## MINIMUM QUALIFICATIONS

Knowledge of:

### Community Health Nurse 1:

Practices, principles, procedures, and theory of public and community health nursing.

Laws, rules and regulations governing the provision of public and community health care nursing.

Community resources available for public and community health nursing problems.

Illnesses and diseases associated with public health, and the treatments available.

Policies and protocols of relevant program and clinic operations.

Public health and community health care education.

Examination, assessment and treatment techniques.

### Community Health Nurse 2:

In addition to those described above:

Community and state health standards and practices.

Practices and operating characteristics of available public and community health programs.

Practices, principles and policies of public and community health education.

Examination and assessment techniques used to analyze a variety of health situations



including sexually transmitted diseases, pregnancy, tuberculosis, communicable diseases, immunization status and risks, maternal/child health and other public health situations.

Ability to:

Community Health Nurse 1:

Screen and assess levels of wellness.

Understand and apply nursing knowledge and principles in public health and community health care services.

Ability to: (con't)

Identify, use and coordinate with community resources and other health care programs.

Work with a team nursing approach, and monitor and assess medical conditions.

Provide educational services to target populations, patients and the general public.

Work with patients of varying ages and backgrounds.

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

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and update a variety of reports, charts and documentation associated with public and community health care.

Community Health Nurse 2:

In addition to those described above:

Independently assess, identify and treat illnesses and diseases associated with public and community health nursing services following medical standing orders and acting within nursing scope and standards of practice.

Interpret laws, rules and regulations as applied to health care and education.

Identify problems and generate solutions within the scope of the department, division, program or clinic.

Determine needs of the community as applied to public and community health nursing services.

Examine patients and assess their physical well being.

## Experience and Training

### Community Health Nurse 1:

#### Training:

Associates degree in Nursing from an accredited college or university is required. College-level coursework in the social sciences, and additional nursing training within a community or public health curriculum desirable.

#### Experience:

Nursing experience in public health or community health care services desirable.

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

### Community Health Nurse 2:

#### Experience and Training

Bachelor of Science in Nursing degree from an accredited college or university.

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

#### Special Requirements:

Possession of a current State of Oregon Registered Nurse license at time of appointment.

~~Possession of a valid Oregon driver's license.~~



## BILINGUAL "B"

Bilingual designation is an adjunct classification.

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.